



Job Description

JOB TITLE	Associate Leader of English
PHASE	Secondary
SALARY GRADE	Leadership Scale L9 – L13
REPORTING TO	Principal
RESPONSIBLE FOR	English and Whole School Literacy

Job Purpose

- The Associate Leader is the lead professional for the quality of provision in English and Literacy in the Academy.
- The Associate Leader will share responsibility for senior leadership and management for the Academy ensuring continual improvement and high quality, engaging and fulfilling cognitive education for all students.
- The Associate Leader will help develop an ethos of high expectations for staff and students lead on English/Literacy to further improve student outcomes.

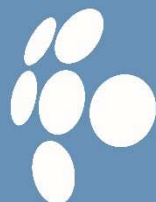
The Associate Leader will:

- Have experience of working with senior teams to create a productive learning environment which is engaging and fulfilling for all students and staff reflecting the identity of the School;
- Have strong leadership skills, demonstrated through the development of high performing teams
- Establish with the Principal and Vice-Principal a culture that promotes excellence, quality and high expectations of all students and staff whilst actively addressing under performance;
- Have a sound knowledge and understanding of both cognitive theory as well as practical strategies to develop and sustain thinking skills and tools;
- Provide professional leadership and management of the English and Literacy policy and practices across the school;
- Create and lead the school's Reading Strategy including: the regular monitoring of reading age data, the management and monitoring of reading intervention, overseeing the leadership of the school library and the provision of a reading culture, embedding disciplinary reading across the school and securing the use of Microsoft Reading Progress as part of our whole school home learning strategy- providing regular reports to the AP on the progress of the Reading Strategy;
- Work with others and be responsible to the Principal and Vice-Principal for evaluating the academy's performance including identifying the priorities for continuous improvement and the raising of standards; ensuring equality of opportunity for all;
- Report to the Vice- Principal to demonstrate that English and Literacy performance are impacting on whole school improvement.
- Demonstrate the Academy's vision and values in everyday work and practice.

Duties and Responsibilities

Teaching and Learning

- Provide leadership and management for the quality of English and Whole School Literacy, ensuring all English teachers and classroom support staff use effectively to provide outstanding standards of teaching and learning.
- Monitor the standards in English and use this data to inform both school level training needs and



individual professional development needs.

- Monitor the English department's contribution to the school's Digital Strategy ensuring that devices are used in English lessons to enhance teaching and learning as well as pupil outcomes.
- When appropriate, provide timely and effective CPD to support teachers with Digital Provision, ensuring that the quality of teaching and learning remains good in the department.
- Ensure that 21CLD skills are being secured within the English department as part of the whole school Digital Strategy.
- Monitor the consistency and standards of home learning in the English department, ensuring that Lexia and Microsoft Reading Progress are integral to the home learning strategy. Hold members of the department to account when expectations around home learning are not being met.
- Monitor and evaluate the standards of students' achievement in English, using data from school and national benchmarks.
- Ensure every student is nurtured to become competent readers and writers and enthusiastic, independent learners, committed to life-long learning;
- Support a culture and ethos of challenge and support where all students can achieve success and become engaged in their learning;
- Challenge underperformance at all levels and ensure effective corrective action and follow up;

Securing Accountability

- Ensure that the Academy is constantly "Ofsted ready" in terms of the provision in English and Literacy that will support the school on our journey to becoming an outstanding school.
- Use a range of evidence, including national data and own academy performance data, to support, monitor, evaluate and improve student outcomes in English including challenging poor performance;

Managing the day to day Organisation

- In conjunction with the Principal and Vice-Principal will seek to build a successful academy through effective collaborations;
- Provide effective organisation and management of English and Literacy and seek ways of improving organisational structures and functions in line with legal requirements based on rigorous self evaluation;
- Lead on English/Literacy through effectively working with the Principal, Vice-Principal, other Assistant Principals, Performance Coaches, subject leaders, teachers and the Reading Champion.

Working with Others and Self Development

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture;
- Build a professional and collaborative learning culture within the academy and actively engage with others to build effective learning communities;
- Ensure the Academy's Teaching and Learning policies and practices are implemented effectively in English lessons and literacy support;
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams;
- Develop and maintain a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory;
- Regularly reviewing own practice, set personal targets with the Principal, and take responsibility for own personal development by participating positively in arrangements made for performance management;
- Manage own workload and support others to manage an appropriate work life balance.

Generic Duties relevant to all members of Staff



Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and professional growth management procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be asked to work across site within the Trust and you should expect to travel between sites as required.

ICT/Digital learning

- It is expected that all teaching and support staff follow the ICT/digital learning Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.



Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of Associate Leader of English

Name:

Signed:

Date: