



Job Description – Deputy Head of English (MPS/UPS + TLR2B)

Accountable to:
Salary/Grade:

Head of English
MPS/UPS + TLR2B

Main Purpose of Job **(Alongside the Leader of English)**

- To effectively support the continual development of teaching and learning to further improve outcomes and students' experience of English within the academy.
- To assist in the leading and management of the department team to secure consistently high quality teaching in all areas.
- Jointly implement the department development plan (DDP).
- Support in the Leadership and day-to-day running of the department.
- To secure accountability of all members of the department team to ensure consistently strong outcomes.
- To lead in the implementation of all academy policies within the department and be a role model for all.
- To be a lead practitioner in the implementation of the national teachers' standards.
- To be responsible for the welfare and guidance of students and staff.
- Coordinate the whole school reading programme effectively and evaluate its impact to inform further developments.
- Contribute to the school wide literacy coordination.

Duties and Responsibilities

Operational and Strategic Planning:

(Alongside the Leader of English/Assistant Head Teaching & Learning)

- To coordinate the whole school reading programme (Read to Succeed) effectively including its rationale, administration and monitoring for impact.
- To coordinate reading testing and interventions
- To support the Head of English to establish and lead a clear vision for the department that fully reflects the academy values.
- To work alongside and assist the Head of English in the formulation and implementation of an annual department development plan (DDP) that ensures salient department/academy weaknesses are addressed and student outcomes continually improve.
- Lead on key year groups' performance, progress and outcomes to drive improvements to the curriculum, teaching and learning as well as targeted interventions.
- To contribute to and fully implement all academy policies, protocols and practices.
- To research and proactively seek to identify and lead strategies that aim to improve the department as well as academy outcomes.
- To work proactively with colleagues and stakeholders to promote the department and the academy to the wider community.

Teaching and Learning

(Alongside the Leader of English)

- Assist the Head of Department in implementing the department's key priorities for improving teaching and learning. Take a lead role in developing and sharing specific strategies identified and agreed with the Leader of English to challenge students.
- To lead the continuous development of pedagogy within the department to ensure sustained improvement.

- To assist the Leader of English to lead on and oversee the implementation of reliable assessment to ensure robust and accurate/data, which is then used to identify and inform action to support underachieving students, evaluate the curriculum and inform teaching/pedagogy.
- To ensure all students receive frequent high quality verbal and written feedback to inform their next steps in learning.
- Monitor student progress and attainment across identified age groups; provide data analysis of the relative attainment, progress and performance of groups.
- To assist the Leader of English to Lead effective rewards and consequences for students in line with academy behaviour for learning policy.
- Proactively identify alongside the Leader of English, useful CPD to assure that teachers are abreast of educational best practice and subject knowledge is developed .
- Ensure that opportunities are built into Schemes of Learning for the application of strategies; modelling and demonstrating good practice.

Staffing

(Alongside the Leader of English)

- Support and participate in recruitment and selection of subject staff.
- To mentor trainee teachers/ECTs where required.
- Plan, delegate and evaluate work carried out by the department team and individuals
- Create, maintain and role model effective professional relationships.
- Positive role model and advocate for the Academy's visions and values.
- Support in the implementation of the appraisal process for the department team.
- Positively contribute to the whole academy CPD programme.

Assessment, Recording and Reporting

(Alongside the Leader of English)

- Ensure that assessments are rigorous and meet the requirements of the curriculum to make valid inferences about students and their learning.
- Use assessment to evaluate the effectiveness of the curriculum and teaching to drive improvement and innovation.
- Lead and participate in standardisation and moderation as well as checking data entry for accuracy.
- Provide information systems for assessment, recording and reporting
- Identify, share and model the most effective AfL practices.

Quality Assurance

- Carry out appraisal and target setting.
- Under the direction of the Head of Department, participate in quality assurance activities and evaluation. This will include:
 - Lesson observation
 - Students' work sampling and scrutiny
 - Learning walks
 - Teacher and department records
 - Data analysis

Resourcing

(Alongside the Leader of English)

- Coordinate all assessment and testing for specific year groups in consultation with the Leader of English.
- Lead the effective deployment and management of resources to deliver best value for money.
- Secure, allocate and monitor resources to support highly effective teaching and learning
- Alongside the HOD, ensure effective deployment of Teaching Assistant to deliver high quality in class support, additional interventions and contribution to student outcomes and progress.

Students

(Alongside the Leader of English)

- Organise and administer students to teaching groups in year groups.
- Monitor student progress and attainment across identified age groups; analysis of the attainment, progress and performance of groups of learners, including Pupil Premium.
- Liaise with the Head of Department to implement and monitor intervention strategies to support underperforming individuals and groups.
- Support departmental behaviour policy including monitoring of students.

Contacts and Relationships

- Interact on a professional level with all colleagues modelling the academy's vision and values.
- Fosters positive relationships with parents, outside agencies and the wider community to promote the school in a positive light and secure the best outcomes for the students at the academy.
- Be involved in networks to support developments in the curriculum and support for trainees.
- Primary/secondary English liaison.

Duties and Responsibilities as a Teacher

To be read in conjunction with the School Teacher's Pay and Conditions Document Part XII and the Teachers Standards document.

- To teach effective lessons and be responsible for this to the Head through SLT.
- To ensure that lessons are well prepared, all work marked regularly, and homework set according to agreed policy.
- To maintain records of student attainment, and to be aware of standards achieved, so enabling assessments to be provided whenever necessary.
- To produce effective reports on student progress and targets for improvement.
- To ensure high standards of behaviour from students.
- To work as a member of a team, seeking to implement its aims and objectives, extending knowledge and understanding of the curriculum, recognising the need for change, and contributing where necessary to the writing/development of new material and schemes of work.
- To attend all team meetings (subject and pastoral).
- To promote the general progress and personal and social well-being of any assigned group of students through the school's tutorial and PSE programme.
- To participate in the appraisal process – identifying areas for development and accessing appropriate training and professional development.
- To provide work for classes (whenever possible) when absent.
- To communicate and consult with the parents of students through attendance at Parents' Evenings.
- To have regard to the school Health and Safety policy.
- To promote and safeguard the welfare of children and young people across the subject.

Other Specific Duties

- To play a full part in the life of the academy community, to support its aims and ethos and to encourage staff and students to follow this example.
- To proactively seek professional learning opportunities that enhance the capacity to perform the role.
- To comply with the academy's Health & Safety policy and undertake risk assessments as appropriate
- To undertake any other duty as specified by School Teachers' Pay & Conditions document not mentioned in the above.

Notes

- This job description is not a contract of employment, or any part of it. It has been prepared only for the purpose of academy organisation and may change either with contract changes or as the organisation of the academy is changed. This job description is current at the date shown, but,

in consultation with the post holder, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description, which is subject to review, has been agreed between the Post-holder, the Line Manager and the Headteacher.

Teacher:

Line Manager/Headteacher:

Signed

Signed

Date

Date