

The Joseph Whitaker School

An Academy specialising in Sport and Performing Arts

Proud to be Me. Proud to be Us.

Be Ready

Be Kind

Be Safe



JOB DESCRIPTION

Director of English, Literacy and Reading

1.0fte MPS/UPS TLR 1C (£15,387)

Safeguarding

- Be familiar with, and follow, all Academy policies, in particular those related to safeguarding
- Promote the welfare of children

Accountable to: Headteacher (or designated Senior Leader)

Accountable for:

- Strategic direction of literacy and reading across the curriculum (including for students receiving additional support)
- Strategic direction and overall performance of the English Faculty, through effective line management of the Head of English
- Student outcomes across the English Faculty – (KS3, 4 and 5 including English, English Literature, Film and Media Studies); including meeting of targets set by the Trust
- Development of literacy skills (all students) across the school and for those accessing alternative provision
- Development of reading across the school, for students of all reading ages ensuring support as well as opportunities for challenge for the most able readers
- Rigorous self-evaluation of English, reading and literacy, strategies and interventions
- Teaching and Learning development including professional development of staff (across the school)
- Closing the gap (attainment and achievement) for vulnerable, disadvantaged and other underperforming key groups of students; oversee all English, literacy and reading intervention programmes (Key Stages 3, 4 and 5) across the school, including KS5 GCSE resit and provision for students accessing alternative provision
- Key Stage 3,4 & 5 provision (English, English Literature, Film and Media)
- Working with primary schools to ensure effective transition
- Development of schemes of work and learning activities to support effective reading and literacy development
- Strategic direction of the English Faculty (with the Head of English)
- Strategic direction of literacy, and reading, development, across the curriculum (including for students receiving additional support)
- Safety and welfare of students across the Faculty
- Extra-curricular learning across the Faculty
- The effective and efficient use of resources

Key Accountabilities:

Faculty

- Line manage the Head of English to secure good, or better, outcomes
- Hold staff accountable for their performance across the Faculty, with support from other leaders within the faculty
- Lead the Faculty (in collaboration with the Head of English) in relevant professional development activities during INSET, Twilight, Teaching and Learning, and Faculty meetings



- Faculty discipline - supporting colleagues with behaviour management of students, providing training as required
- Ensure that grouping and setting arrangements across the Faculty are effective
- Support the Head of English in setting cover for absent staff across the Faculty
- Work with the Head of English to manage the delegated budget for the Faculty
- Faculty discipline – supporting colleagues with behaviour management of students, providing training as required
- Co-ordinate resources across the Faculty
- Health and safety compliance across the Faculty
- Ensure that the environment of the Faculty and teaching areas are always of a high quality and contribute to the environment of the Academy, reporting issues as required
- Support with the mentoring of new starters as well as ECTs, ITTs within the Faculty

Teaching and Learning

- Lead and promote innovative teaching and learning strategies in English and whole school literacy, based on sound educational research, to improve student outcomes across the English Faculty and the wider school to support literacy and reading development
- Train staff on whole school literacy strategies through team teaching, peer observation and coaching
- Lead, support and develop the pedagogy of colleagues across the school to ensure that any gaps in literacy and reading, knowledge and understanding are identified and addressed; leading on INSET activities as required

Quality Assurance

- Use a range of evidence to monitor performance across the Faculty, including internal tracking (including Arbor, ALPS and SISRA), and external data, including the IDSR and FFT, reading age assessment data
- Lead and manage Quality Assurance across the Faculty, including lesson observation, learning walks, work scrutiny and pupil voice, with the Head, and Second in English and Senior Leaders, as required
- Support staff in following up outcomes of lesson observations and Quality Assurance across the Faculty, with support from the Head of, and Second in, English
- Self-evaluation across the Faculty
- Conduct Quality Assurance procedures across the school as required

Meetings

- To lead, participate and contribute to appropriate meetings and staff development
- Senior Leadership meetings, Heads of Faculty/Department meetings and Curriculum Standards Group
- Year 6 Open Evening
- Year 9 Guided Choice evening (as relevant)
- Post-16 Options evening
- Presentation evenings

Data, Assessment and Examinations

- Ensure that appropriate internal formative, and summative, assessment processes are in place and that assessments are rigorous and timely
- Work with Head of Faculty to complete internal tracking of data
- Complete moderation of work in collaboration with the Head of Faculty
- Ensure that the Head of English have completed the examination entries and administration



across the Faculty for external and internal examinations, accurately and in a timely manner

- To work with the Student Support Centre to ensure literacy gaps are identified and the appropriate intervention is put in place and reviewed and assessed in a timely manner
- To work with the relevant staff to ensure KS4 English Intervention is targeted, reviewed and impact assessed.

Schemes of Work

- Ensure that high quality teaching and learning strategies, which support the development of English across the faculty, and numeracy across the curriculum, are embedded and reviewed robustly and in a timely manner by relevant colleagues both within the faculty and across the school

Curriculum

- To ensure the delivery of high-quality teaching and learning opportunities for the students of The Joseph Whitaker School in English and whole school literacy
- To prepare and teach appropriate, engaging and challenging lessons
- With other named leaders, review systematically, change and modify the curriculum as necessary, by planning suitable courses for students of all abilities and to meet the wider aims of the Academy
- With other relevant leaders, establish and maintain schemes of work and programmes of study across the Faculty
- To keep abreast of current developments in education to enable effective curriculum planning
- To assess students' work regularly and accurately, and report on outcomes as required

Pastoral

- Take responsibility for the effective care and guidance of a tutor group, as required
- Monitor the academic performance of students within a designated tutor group, as required

Community

- Work with primary schools in our family of schools, and across our Trust to ensure effective transition (KS2 to KS3)
- Work closely with parents and other members of the community where appropriate
- Promote the Academy within the community
- Work with partner primary schools, Further Education and Higher Education establishments, to ensure successful transfer of students in conjunction with other staff
- Demonstrate a keen interest in the life of the Academy

As a member of staff at The Joseph Whitaker School you are expected to:

- Work in accordance with, and in support of, the Academy's vision and values
- Contribute to the Academy's ethos by setting a good example to colleagues and young people
- Participate and contribute to staff development and school routines and duties
- Take part in appraisal activities and reviews as required by the Academy policy and use the process to develop your personal and professional effectiveness



PERSON SPECIFICATION
Director of English, Literacy and Reading

	Essential	Desirable
QUALIFICATIONS	• Well-qualified graduate in a relevant degree subject (English-based degree) • QTS	NPQ (or equivalent) Masters Level qualification
SAFEGUARDING	• Full understanding of Safeguarding requirements and how teachers promote the welfare of children • Enhanced DBS and validated references • Eligibility to work in the UK	
TEACHING EXPERIENCE	• Excellent teaching ability at Key Stages 3, 4 and 5 • Proven leadership experience • Strong use of data • Strong understanding of the pedagogy of teaching • IT literate, making highly effective use of ICT to enhance teaching across an area • Evidence of positive student outcomes at Key Stages 4 & 5	• Commitment to extra – curricular activities
PERSONAL QUALITIES	• Commitment to raising achievement and a clear understanding of how to realise this • An innovative and positive attitude • Leadership experience • Proven leadership experience of improving student outcomes • Leadership experience of Quality Assurance • Proven experience of leading staff development, specifically regarding Teaching and Learning • Ability to work effectively as part of a team • Ability to effectively lead and manage a team of people • Excellent communicator, both orally and in writing	• Strong experience of conducting staff appraisal • Proven leadership of monitoring, evaluating and reviewing provision and outcomes across all relevant Key Stages