

Job Description

Post Title:	Director of English
Grade:	L13
Reports To:	Director of School Improvement
Responsible For:	Specific curriculum area – secondary schools. No direct line management

Overall purpose of job:

To work closely with the Director of School Improvement, the Chief Executive and school leaders, focussing on improving teaching and learning, and leading improvement across the Trust.

Ensure that pupils receive the very best experience in teaching and learning in every classroom so that each one of them achieves the outcomes their potential predicts is possible.

Main duties and responsibilities:

1. Exercise oversight of curriculum planning within the subject area in accordance with the Trust's programme for coherent curriculum delivery
2. Provide strategic direction and leadership of the subject area across the Trust, taking account of the overall curriculum vision for the Trust
3. Be accountable to the Chief Executive and Trustees for ensuring that accurate analysis of performance within the subject area is produced and reported
4. Work with the secondary schools within the Trust to ensure areas for the development of high quality teaching are identified and addressed through rigorous and robust improvement plans
5. Promote the highest possible standards of achievement and well-being for pupils
6. Provide continuous and consistent development and mentoring for teaching within the subject area across the Trust, and model outstanding teaching practice at all times

Teaching and Learning

7. Promote and secure at least good teaching within the subject area (and in other subjects if required), effective learning, high standards of achievement, good behaviour and discipline within a rigorous safeguarding culture
8. Teach key groups, where necessary, in addition to timetabled teaching in order to ensure a rapid rise in standards
9. Demand ambitious standards for all pupils, overcoming barriers and promoting equality, and instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes in the subject
10. Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, including those with special educational needs
11. Ensure the maintenance of effective partnerships with parents to support and improve pupils' achievement and personal development
12. Work as curriculum leader, where needed or where necessary, for example; within new schools that may join the Trust or where there may be a vacancy

Leadership and Management

13. Lead, direct and provide advice and support across the secondary schools within the Trust in order to drive improvement in outcomes
14. Ensure that the organisational values are consistently applied to drive improvement processes

15.	Lead the development and improvement of quality data on the performance of the subject area across the secondary schools within the Trust: ensuring that it is accurate and appropriate in order to facilitate targeted intervention
16.	Develop, launch and drive new initiatives and innovative practice in the subject area
17.	Support curriculum leaders with self-evaluation, planning and self-review: ensuring sharply focused schemes and assessment and comprehensive self-review, which leads to continuous improvement
18.	Liaise with and be informed by the most up to date Examination Board Training and marking, and ensure that all curriculum leaders and their teams are highly skilled in the accurate moderation of students' work. Support this with Trust-wide moderation of students' work across all years within the secondary schools
19.	Be an advocate for the subject area and work collaboratively with others to improve the quality of teaching
20.	Set high expectations and stretching targets for each school within the Trust
21.	Participate in the selection, appointment and induction of teaching and support staff, as appropriate, to ensure that appointees have the potential to achieve the aims of the Trust
22.	Monitor leadership, management and organisation of the curriculum and its assessment in order for areas of improvement to be identified
23.	Maintain outstanding teaching practice through research and ensure awareness of latest thinking
24.	Develop and promote effective catch-up and intensive study programmes for pupils in preparation for examinations
25.	Secure the commitment of all staff, pupils, parents and the wider community to the vision and direction of the Trust
26.	Be ultimately responsible and accountable for the outcomes in the subject area in the Trust's secondary provision
27.	Ensure that the subject staff team recognise that they are accountable for the success of the subject across the secondary schools within the Trust
28.	Present a coherent and accurate account of the performance of the subject area in suitable forms to a range of audiences
29.	Develop and maintain effective networks with key subject specialists and local professional leaders, where appropriate
30.	Adhere to the professional duties of all classroom teachers as set out in the current School Teachers Pay and Conditions Document and Teachers' Standards
General:	
1.	Uphold professional standards for the role, and follow all school and Trust policies and procedures
2.	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times
3.	Participate in performance management and take part in appropriate training and development activities
4.	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation
5.	Undertake other reasonable duties as requested, in accordance with the level of the role and the changing needs of the organisation

Person Specification

All points are essential unless otherwise specified

Qualifications	
1.	Good honours degree in a relevant subject, or equivalent
2.	A professional teaching qualification and/or QTS or equivalent (e.g. QTLS)
3.	Evidence of recent and relevant CPD in relation to the subject area
4.	<i>Further qualifications relevant to the role, for example a Master's in Education, NPQML, NLE in subject area (desirable)</i>
Experience	
1.	Relevant teaching experience across the 11-16 age range
2.	Excellent classroom practitioner with evidence of excellent outcomes for students
	Significant experience of subject leadership, including curriculum development, with a sustained record of improvement in this curriculum area in current or most recent role
3.	Experience of utilising and analysing a broad range of data and information to monitor and evaluate teaching, to inform planning and to help improve outcomes for students and to inform strategy and whole school/Trust improvement
4.	Experience of engaging staff, parents and other key stakeholders in order to build, communicate and implement a shared vision
5.	Line management experience, including effective delegation and coaching/developing others, and building and leading effective teams, including experience of managing staff performance
6.	Experience of developing and implementing systems and policies
7.	Evidence of experience in narrowing the gap for vulnerable pupils and those with additional needs
8.	<i>Experience of working in both primary and secondary settings (desirable)</i>
9.	<i>Experience of reporting to Trustees/governors (desirable)</i>
10.	<i>Experience as an examination board marker/examiner (desirable)</i>
Skills/Knowledge/Abilities	
1.	High expectations of self and others, including the ability to demonstrate exceptionally high expectations for all pupils, both personally and academically
2.	Awareness of and ability to use a range of teaching and learning strategies for improving the learning and achievement of all pupils
3.	Ability to use a range of ICT systems, including confidence in using standard computer packages (e.g. Microsoft suite, Google) and school-specific software

4.	Ability to communicate effectively to a range of stakeholders, including pupils, staff, parents and others
5.	The ability to hold others to account
6.	Evidence of taking initiative, being creative and solving problems
7.	Ability to challenge and give views and feedback in a constructive manner, in order to effect positive change and outcomes
8.	Understanding of strategic planning processes in building a strong specialist department
9.	<i>Knowledge and experience of the Ofsted framework in relation to the subject area (desirable)</i>
Personal Attributes	
1.	Strong personal and professional integrity, with resilience and ability to motivate self and others, lead across the Trust and be an excellent role model
2.	Confidence in dealing with challenging conversations and adhering to policies and procedure
3.	Excellent personal organisation and a track record of timely delivery of tasks and projects, with a solution-focused approach to problems and competing priorities
4.	Reflective practitioner with the capacity to challenge and address areas for personal development
5.	Ability to work both independently and collaboratively
6.	A commitment to aspirational outcomes for the subject area
7.	A commitment to equality and diversity
Safeguarding	
1.	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2.	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3.	Evidence of professional expertise in managing safeguarding incidents and experience in providing support regarding safeguarding to staff
4.	Satisfactory Enhanced DBS check