



## **JOB DESCRIPTION**

**Job Title:** Director of English

**Salary:** L10 to L14

**Accountable To:** Headteacher

## **JOB PURPOSE**

The Director of English will be responsible for leading, developing and managing the strategic vision for English across the school. Ensuring a high quality provision with the aim of raising attainment and progress in English for all groups of students. The Director of English will work as a member of the extended leadership team of the school providing professional subject leadership which secures success and improvement, ensuring high quality education, improvement standards of learning, progress and achievement for all groups of students.

- Provide subject leadership and support the Headteacher to provide direction for teaching and learning across the subject
- Work with the Headteacher to improve the quality and effectiveness of teaching in the subject, having regard to the teacher standards
- Plan, develop and deliver the English curriculum and its assessment. Through monitoring and evaluation, identify and act upon areas for improvement
- Develop a faculty self-evaluation and improvement plan which will be routinely evaluated and reported upon to the Local Governing Body and Trustees
- Provide a safe, calm and well-ordered environment for all students and staff, focussed on safeguarding student welfare and developing good behaviour in the academy and in wider society
- Contribute to teaching
- Lead, organise and direct the teaching of the subject
- Ensure a high quality experience for all students
- Utilise robust and systematic data analysis, including student attendance data for impactful intervention across English at all key stages
- Contribute to wider strategic school based leadership decision making.

The Director of English will provide line management for designated staff across the academy.

The Director of English will welcome strong management working with SLT, the Headteacher and the Local Governing Body to ensure improvement in the academy's work in the area of responsibility.

## **KEY RESULT AREAS**

### **Direction and Development of the school and subject**

The Director of English will work with the leadership team, governors and other subject leads providing strategic leadership and will contribute to the development of a strategic view for the school and analyse and plan for its future needs and further development

- Provide strong effective leadership, vision and strategic direction to the department to achieve the highest levels of performance and ensure a culture of continuous improvement providing challenge, coaching, support and robust accountability.
- Develop policies and procedures, in line with school policy, that will ensure high achievement and effective teaching and learning
- Use data on student performance to inform policy and practice, identify underachieving students and monitor the effectiveness of the subject
- Establish plans for the development of the department that support the school improvement plan and ensure that the department is always seeking to improve
- Work with the Headteacher to ensure systematic and rigorous self-evaluation of the work of the subject collecting and using accurate data to understand its strengths and weaknesses
- Support in the creation and implementation of a subject plan, which identifies priorities and targets for ensuring students achieve high standards, increasing teachers' effectiveness and securing successful outcomes
- Maintain quality assurance systems, including subject review, self-evaluation and performance management, presenting an accurate account of the subjects performance to a range of audiences
- Develop an ethos within English which enables everyone to work collaboratively, develop joint practice and share knowledge and understanding.
- Ensure the English curriculum offer meets the needs of all students including those with SEND.
- Line Management of allocated staff including appraisal and regular professional supervision.
- Responsible for the production of a succinct focussed English Improvement Plan, in line with agreed whole school priorities, monitoring progress against the targets and ensuring appropriate action plans are in place where issues are identified.
- Empower the development of a high-quality English department through quality assurance and monitoring processes.
- Support the professional development of staff, sharing best practice to secure improved outcomes for students.
- Keep abreast of developments locally, regionally and nationally attending relevant meetings and CPD.

## **Teaching and Learning**

The Director of English will, in their subject, seek to secure and sustain effective teaching and learning, monitor and evaluate the quality of education and standards of students' achievements and use benchmarks and set targets for improvement.

- Support the Headteacher in leading improvements to the quality of teaching and learning in English by monitoring and evaluating the quality of teaching and standards of achievement using benchmarks and setting challenging targets for improvement, whilst holding teachers to account for student progress and outcomes
- Monitor, evaluate and review standards of teaching and learning in English and promote improvement strategies to ensure that the highest standards of teaching and learning are maintained whilst challenging any areas of underperformance
- Ensure teaching supports those students who are falling behind and enables these students to catch up
- Rigorously track the quality of teaching and learning the subject area
- With the Headteacher oversee and organise systematic observations, subject and key stage reviews, learning walks, work scrutiny and student voice
- Model high quality teaching and learning for others.
- Develop an innovative curriculum for students which values the talents and aspirations of all, ensuring that the English curriculum offer is appropriate for all students
- Raise standards within the English department to become an outstanding curriculum area
- Keep up to date with national developments in the subject area, teaching practice and methodology, contributing to the whole school CPD programme where appropriate
- For the general standard of discipline in the classroom, help should be provided when teachers are experiencing disciplinary problems. Coaching should be given to avoid problems as well as help at moments of crisis
- Help to support, establish and implement clear policies and practices in line with school policy, for assessing, recording and reporting on student achievement and for using this information to recognise achievement and to assist students in setting targets for further improvement

## **Efficient and Effective Management and Deployment of Resources**

- Lead and manage English staff and provision across the academy.
- Establish clear expectations and constructive working relationships among staff, including, through modelling high quality teaching and learning for others, teamwork and mutual support; devolving responsibilities and delegating tasks, as appropriate
- Evaluate practice, appraise staff as required by the school policy and use the process to develop personal and professional effectiveness.
- Lead, motivate and challenge all staff, providing effective induction, continued professional learning, development and improvement and performance management at all career stages
- Coach members of staff in order to develop teaching and learning within the school and to enable teachers to achieve expertise in their subject teaching

- Work with the Director of SEND and other SEND staff across the Trust and within the academy, to ensure that work is matched to individual pupils' needs for the curriculum
- Establish staff and resource needs for the area of responsibility and advise the Senior Leadership Team of likely priorities for expenditure. Allocate available resources with maximum efficiency to meet the objectives of the Trust and achieve value for money.
- Ensure the effective and efficient management of learning resources, including ICT and software packages as appropriate.
- Maintain existing resources and exploring opportunities to develop or incorporate new resources into schemes of work

### **Accountability**

The Director of English as a subject lead will account for the efficiency and effectiveness of the subject to the SLT, Governors, students, parents, staff and other members of the local and wider community. This will include effective communication and advice to the Senior Leadership Team and Governors and accountability for subject performance.

**N.B. All posts are required to work flexibly in order to meet the needs of TCAT on a corporate basis.**

### **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of TCAT and Walker Riverside Academy, it must be accepted that, as TCAT and Walker Riverside Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

### **EQUALITY AND DIVERSITY**

TCAT is committed to equality and diversity for all members of society. TCAT will take action to discharge this responsibility but many of the actions will rely on individual staff members at TCAT embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support TCAT's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to TCAT with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or TCAT can improve its practice on Equality and Diversity, please contact the HR Manager.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with TCAT on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to TCAT Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in TCAT Staff Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

TCAT is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.