



Whitburn Church of England Academy

Director of English	
Purpose of the Post	
<ol style="list-style-type: none"> Promote the ethos and principles of Whitburn Church of England Academy with all staff, students and the wider community by exercising the rights and responsibilities of the post. Promote a consistently high quality, engaging, broad and inclusive curriculum provision across the Department To realise the motto 'Excellence for All' by ensuring outstanding progress across all key stages and closing gaps between the performance of identified groups of students Ensure the development of students' literacy skills across the school Role model the teaching and learning behaviours expected of teachers in the school. Be accountable for student / progress and attainment within the Department; support, hold accountable, develop and lead the members of the Department Develop and enhance the teaching practice of others, through appropriate professional development informed by School Review Develop and enhance the leadership and management of TLR post-holders and oversee the deployment of Department staff Establish a working ethos in which creativity and innovation are valued and encouraged Quality assure the work of the Department and contribute to whole school planning, review, monitoring and evaluation Offer insight and innovation to the delivery of subjects within the Department; linking subjects and staff where appropriate to secure valuable learning opportunities. Keep up to date with and actively respond to national developments in the Department subject areas Ensure that the Department makes a contribution to cross-curricular work 	
Post	Director of English
Academy Based Working time	Full time.
Scale	L9 – L13
Teaching	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Reporting to	Senior Management Team
Responsible for	<ul style="list-style-type: none"> All students studying within the Department All staff within the Department All aspects of the Department curriculum and the management and effective deployment of resources within the Department Development of all students literacy skills and the ability of all staff to improve student literacy
Main Duties	A - Leadership & Management <ol style="list-style-type: none"> Represent the Department at SLT meetings, Subject Board and in the wider school community Oversee the day to day management of the Department in order to provide the most effective learning environment for students and provide guidance and support for all teaching and support staff

3. Lead curriculum developments within the Department by displaying initiative and by providing a professional, positive, innovative and creative approach
4. Ensure Department protocols are clear and consistently implemented
5. Organise and deploy the Department's time, budget, resources and staff efficiently and effectively
6. Be aware of and ensure compliance with all policies and procedures
7. Ensure key issues relating to an outstanding English subject area are embedded in the School Development Plan / SEF
8. Develop a coherent yearly plan to ensure outstanding progress and closing of attainment gaps for all students in the English Subject area
9. Implement, monitor and evaluate the yearly plan, ensuring that all department members understand their contribution to and responsibility for achieving the agreed goals

Whole School Areas of Responsibility

1. Develop, implement and monitor an inclusive whole school literacy strategy that ensures a consistent approach and includes opportunities to engage with parents / carers to develop student's literacy
2. To raise staff awareness through CPD of the key strategies to improve learner's literacy
3. Ensure staff across the school to take responsibility for literacy in each subject area e.g. through regular input at staff briefings
4. Work with Heads of Subject and SENCO to monitor the effectiveness of the literacy strategy; providing support and challenge where appropriate
5. Work with the wider SLT to deliver the strategic and operational aims of the Academy

B - Student Attainment, Achievement and Progress

1. Raise standards of progress and learning so that all students make at least expected progress and a significant majority make greater than expected progress in their learning
2. Liaise with the Lead Teacher for Year 6/7 Transition to ensure a smooth transition for students into Year 7.
3. Co-ordinate, in conjunction with Lead Teacher for Year 6/7 Transition, SENCO and SMT, intervention strategies for students that are not secondary ready on entry to Year 7. Monitor, review and evaluate the impact of such strategies to ensure KS2 attainment gaps are swiftly addressed.
4. Ensure students' work is assessed regularly so that formative feedback and summative reporting are effective and timely
5. Monitor achievement and student learning across the Department regularly as per the School Review cycle.
6. Liaise with Department colleagues, SMT, SENCO and HoLs, to agree and implement appropriate interventions so that gaps in student learning and progress are minimised
7. Monitor and quality assure the learning, progress and welfare of students from vulnerable groups across the subject area
8. Ensure that students' learning, progress and achievements are acknowledged and celebrated

9. Regularly review Summative Assessments to ensure they are fit for purpose
10. Ensure a safe, secure and structured learning environment within the Department
11. Be accountable for the effective operation of PBM protocols within the department, ensuring and monitoring subject based interventions where appropriate
12. Manage the timely production of appropriate internal exams, the provision of information for external exams and the completion of controlled assessments
13. Co-ordinate opportunities for staff to quality assure reports written by Department members prior to submission

C - Curriculum Provision and Development

1. Be accountable for the delivery of a high quality, coherent and well sequenced curriculum ensuring all staff contribute to the review and development of schemes of work
2. Ensure that work is supported by suitably challenging homework
3. Ensure all meeting time is used effectively and wholly dedicated to curriculum and staff professional development; all business matters are to be communicated via email and the meeting record with action points is to be supplied to the SMT Link
4. Review the curriculum to raise achievement, add to the breadth of provision or provide enrichment opportunities and cross-curricular provision
5. Consider the use of new and emerging technologies to support teaching, learning, independence and inclusion strategies

D - Staff Development, Recruitment and Deployment

1. Form professional and collaborative working relationships with colleagues and motivate staff; promote teamwork and collegiality
2. Provide and co-ordinate support, advice, feedback and coaching for the Department team in areas of learning teaching and student management
3. Manage Department development opportunities to consider teaching and learning methodologies, share research and inspire Department staff to develop their practice
4. Lead the implementation of the school Professional Growth policy in the Department, ensure an ongoing professional dialogue is maintained and take responsibility for any necessary action arising from School Review
5. Ensure all staff undergo appropriate CPD activities informed by their PGP and School Review.
6. Co-ordinate the use of additional non contact time within the Department to ensure it is dedicated to staff and curriculum development; devise a peer observation schedule based on School Review outcomes to aid professional development
7. Ensure staff are given a fair allocation of classes across the age and ability range and given appropriate support
8. Monitor the impact of CPD on classroom practice and share outcomes with DHT Staffing

9. Participate in the selection and effective induction of new staff
10. Participate in the training programmes for ITT, Schools Direct trainees and ECT
11. Delegate responsibilities appropriately across the Department, enabling professional development
12. Make appropriate arrangements for classes in the event of the absence of a Department colleague; ensuring the quality of teaching and cover supervision are closely monitored

E - Quality Assurance

1. Take a leading role in School Review within the Department; evaluate the provision against Teacher Standards and evidence based best practice to identify and address areas for improvement and opportunities for sharing good practice
2. Advise and lead other TLR post-holders within the Department and manage the monitoring and evaluation of their work
3. Take action in response to the evaluation of School Review outcomes
4. Challenge classroom practice and student progress where expectations are not met. Set, monitor and review appropriate targets towards securing outstanding classroom practice

F - Management of Information

1. Ensure that data is sufficient, accurate, up to date and completed in a timely fashion
2. Ensure the Department class records are maintained in Go4schools
3. Lead the use of data analysis in evaluation of student performance.
4. Lead the reporting process for the department; regularly reviewing comment banks and ensuring department members adhere to reporting timelines.

G - Liaison & Communication

1. Meet with TLR post-holders within the Department to review their work; provide SMT with termly updates on the progress made
2. Ensure all appropriate lines of communication are maintained with Department members, SMT, HoLs and liaise with feeder schools and other external agencies as appropriate

Other Duties

1. Use the school calendar effectively to prioritise tasks and plan in detail
2. Maintain a high profile around the school by regularly visiting tutor Groups and being a presence around the school
3. Undertake any duty as specified by School Teachers' Pay and Condition Documents not mentioned above
4. Discharge your duty of care for your own and others' health and safety
5. Demonstrate a commitment to safeguarding and promote the welfare of children and young people, staff and volunteers.
6. Undertake training and development as required, in particular addressing

	<p>issues raised through School Review</p> <ol style="list-style-type: none"> 7. Assist, where appropriate, with the training and development of fellow colleagues 8. Be courteous to colleagues, students and parents and provide a welcoming environment to guests 9. Other duties will be required as and when necessary to the post from time to time. The job description is current at the date shown but, in conjunction, with the post-holder, may be revised by the Principal to reflect and anticipate changes in the job that are commensurate with the grade and job title. Such variations that are made to the duties and responsibilities will not change the general character of the post 10. Advise the school of any disability you may have or develop so that the school can endeavour to make any necessary reasonable adjustments to the job and the working environment. <p>Additional Duties as a member of the Senior Leadership Team</p> <ol style="list-style-type: none"> 1. To support the smooth operation of the school on a day to day basis 2. To contribute to the development and implementation of plans to address whole school priorities 3. To share the leadership of duty teams and be on duty at lunchtimes, breaks and out of hours as reasonably requested 4. To assist on exam results days and at other times as reasonably requested 5. To share in the organisation (and attend) school events and meetings 6. To share responsibility for the conduct of students
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