



## Job Description

### Director of English (with wider School Improvement)

<b>Purpose</b>	Be accountable for leading, managing and developing English across the Wessex Learning Trust schools creating an inspiring and engaging learning environment for all our pupils. Contribute to the wider school improvement offer for improved outcomes
<b>Reporting to</b>	Director of Learning
<b>Salary/Grade</b>	Leadership Salary Scale 9-13 (£51,402 - £56,720)

<b>Strategic Aims</b>	<ul style="list-style-type: none"> <li>• Lead the strategic direction of English across the Trust to bring about improved learner engagement in a stimulating manner to maximise enjoyment and achieve positive outcomes</li> <li>• Raise standards and be accountable for learner attainment and achievement in English across Trust schools</li> <li>• Ensure there is a curriculum synergy across the relevant key stages</li> <li>• Be involved in the line management and inspire leaders of English across all phases</li> <li>• Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for all learners, in accordance with the aims of the Trust and curricular policies</li> <li>• Support and lead wider school improvement activities across the Trust as requested by the Director of Learning, deputising if necessary for the post-holder</li> <li>• Understand the needs and plans of individual schools within the Trust and build relationships with school leaders to collaboratively add value to student journeys and outcomes</li> <li>• Teach in at least one school within the Trust, with an agreed teaching load</li> <li>• Lead the Trust reading strategy</li> <li>• Lead the Trust literacy strategy</li> <li>• Support the Trust Speech, Language and Communication 2-19 strategy</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure that the English curriculum, and the wider curriculum in each school is effectively sequenced delivering progress for <u>all</u> learners</li> <li>• Ensure that teaching and learning strategies are contemporary, contextual, vibrant, and effective in their implementation</li> <li>• Lead the development and enhancement of teachers in English, linking professional development to need identified through self-evaluation, appraisal, and key performance indicators</li> <li>• Lead Year 7 to 11 Progress Ladders and ensure that formative and summative assessment is effective and is used to plan for progression</li> </ul>

## Key Responsibilities

- Lead the strategies in English PIXL, examination preparation, moderation, and transition
- Lead the English strands of the Pupil Premium / vulnerable learners and SEND strategy
- Support schools with the phonics strategy
- Be responsible for the strategic direction of teaching and support staff across English
- Lead the development of appropriate syllabi, resources, schemes of learning, marking policies, assessment and teaching and learning strategies in English in collaboration with English leaders and wider school leadership teams
- Actively monitor and follow up learner attainment and progress with English leaders
- Lead and manage the business planning function of English and to ensure this reflects the needs of learners
- Ensure that the Trust's distinctive ethos, values and vision are reflected in the English curriculum from 2-19 years
- Have the strategic overview of diversity and enrichment within the English core and wider curriculum that fosters ambition, community and pride and is a vehicle to deliver the goals set by 2022 White Paper
- In conjunction with the Trust Head of IT, foster and oversee the strategic development of IT as an effective learning tool in English
- Keep up to date with national developments in English, teaching practice and methodology and lead curriculum development for it to remain current

### Wider School Improvement

- Undertake school improvement and quality assurance activities across other subject areas and phases, as directed by the Director of Learning
- Attend Wessex Learning Trust Central Team meetings as required
- Deputise for the Director of Learning
- Lead the CPD networks (Professional Learning Communities) and networks beyond English in conjunction with the Director of Learning
- Participate in the interview process for teaching posts as required and ensure effective induction of new staff in line with Trust procedures
- Promote teamwork and staff motivation to ensure effective working relations
- Participate in the Trust's Initial Teacher Training (ITT) / Early Careers Teacher (ECT) programme

### Professional Development

- Lead English teach-meets as appropriate
- Where appropriate, deploy and line manage Lead Practitioners in English so that they have maximum impact with their school improvement projects
- Continue to undertake own professional development as agreed with the Director of Learning
- In conjunction with school leaders, lead and support the appraisal process in relation to English staff

### Quality Assurance

- Ensure the effective operation of quality assurance systems, including learner voice, parent voice, work scrutiny and deep dive processes
- Agree and establish common standards of practice within English and develop the effectiveness of teaching and learning styles in all relevant subject areas within English
- Contribute to the Trust procedures for lesson observations and feedback

- Identify and take appropriate action relating to issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken
- Provide the Executive Leadership Team and Trust Board with relevant information in relation to the performance impact and strategic plans for English across all Trust schools

### **Communications**

- Ensure effective communication and consultation as appropriate with the parents and carers of learners
- Liaise with partner schools, higher education, industry, Examination Boards, Awarding Bodies and other relevant external bodies
- Contribute to the planning and delivery of the wider Trust networks
- Actively promote the development of effective subject links with external agencies

### **The Trust recognises that the following skills are required for this post:**

#### **Leading**

- Holding people accountable: the drive, resilience and ability to set clear expectations and parameters and manage the performance of staff across the Trust
- Leading people: the drive and ability to provide clear direction to learners and staff, and to enthuse and motivate them
- Flexibility: the ability and willingness to adapt to the needs of a situation and work with agility
- Passion for improvement: the drive and ability to support children in their learning, and to help them become confident, independent, aspirational learners

#### **Relating to others**

- Impact and influence: the ability and the drive to produce positive outcomes applying a variety of coaching, mentoring and leadership strategies
- Building relationships: the ability to develop and manage empathetic relationships to achieve the best learning environment for pupils
- Team working: the ability to work with others to achieve shared goals including the ability to work with headteachers and leaders in the Wessex Learning Trust
- Understanding others: the drive and ability to understand others whilst providing challenge and support

#### **Developing people**

- Encourage staff to work together and share expertise within and across teams
- Use coaching and mentoring skills to help staff achieve their potential

#### **Reflecting**

- Reflect on personal and professional development
- Use feedback from a variety of stakeholders to help improve the way you lead, manage and develop staff
- Be aware of your own skills of self-management as regards time and prioritising workload

#### **Inspiring**

- Be able to inspire staff and pupils with the highest standards and expectations

	<p>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.</p>
--	---

<p><b>Additional duties and Information</b></p>	<ul style="list-style-type: none"> <li>• Leaders in the Wessex Learning Trust are expected to contribute to the overall greater good of the Wessex Learning Trust. This may involve specific activities at certain times as directed by the Chief Executive, Director of Learning and Director of Operations</li> <li>• Ensure the aims, priorities and policies of the Trust are adhered to</li> <li>• Act as a positive representative of the Trust and its learners in all circumstances and at all times</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified</li> <li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to all, maintaining a professional standard of demeanour and dress</li> <li>• Attending relevant meetings, as required</li> <li>• Participating in training and other learning activities and performance development, as required</li> <li>• This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust</li> </ul>
---	---

Signature (employee):	
Date:	
Signature (line manager):	
Date:	