

## Job Description

**Job Title:** Additional responsibilities in English

**Pay range:** TLR2a

**School/Service:** Ipswich Academy

**Responsible to:** Head of English / Assistant Principal

**Responsible for:** Effective curriculum planning, assessment and interventions of English across a set key stage.

## Purpose of Job Role

To support the head of department in developing and leading a team of teachers within the English department. To ensure high standards of teaching and learning, including the wellbeing of staff and students.

## Key Duties and Responsibilities

- To be a good role model of professional behaviour to colleagues both in terms of learning and teaching and in dealing with pupils, parents/ carers, Academy Council members, Directors, visitors and colleagues providing support, respect and motivation.
- Along with the head of department, ensure that pupil progress across key stages and the curriculum is monitored within English, recorded and reported according to the Trust's policy and legal requirements.
- Ensure that an appropriate curriculum is offered to all pupils having regard for individual needs, aptitudes, stages of development and the resources of the academy and thus raise achievement.
- Be an exemplar of good classroom practice to colleagues in terms of planning, delivery differentiation, assessment, display, record keeping and classroom management.
- Support and encourage extra-curricular activities to enhance pupil learning experiences.
- Track and record assessments, and use them to plan for interventions for all groups of students.
- Ensure a consistent cover plan is in place for the English department.

**Equal Opportunities Statement**

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice at all times.

**Commensurate Statement**

Undertake any other reasonable duties commensurate with the grade as determined by the Principal or Service Head.

**Child Protection**

To follow the child protection procedures adopted by the Trust, and have due regard for safeguarding and promoting the welfare of children and young people.

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Postholder**

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Principal/Service Head**