Job Description

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| **Post Title: Director of English** | School: James Calvert Spence College | | | **Office Use** |
| **Scale: Leadership Scale 4 - 8** | **Home base: South Avenue and Acklington Road sites** | | | **JE ref:** |
| **Responsible to: Assistant Headteacher** | **Date: June 2017** | | **Manager Level: Director** |
| **Job Purpose:** To be accountable for the quality of provision and outcomes in English at KS3, KS4 and KS5 | | | | |
| **Duties and key result areas:**  **General**   * To carry out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the federation's policies, schemes of work and the National Curriculum.   **Generic Responsibilities**   * To raise standards and student outcomes in English between Y7 and Y13 * To be an effective leader for the teaching and learning within the English curriculum area * To ensure at least good student progress for all students and sub-groups * To lead, develop and enhance the teaching practice of others within the directorate * To be accountable for leading, managing and developing the English provision * To have line management responsibility for the teaching staff within the English directorate * To analyse data effectively, reporting to line manager and Governors on trends and outcomes * To use data analysis to ensure gaps are closed between groups of students  Specific Responsibilities  * To lead colleagues teaching English * To promote high quality teaching and learning practices * To be accountable for the strategic leadership, management, student outcomes and development of staff in the English curriculum area * To produce, update and review the English self-evaluation documentation and development plan * To represent the English directorate’s interests to the whole federation and to represent the federation’s interest to the English directorate * To devise and implement strategies which lead to the achievement of the aims of the Federation Development Plan * To develop the English curriculum to best meet the needs of the students at JCSC * To keep up to date with the latest subject knowledge and national policy relating to English teaching and qualifications   **Whole Federation Responsibilities**   * To take ownership of a specific federation-wide leadership issue, to be discussed and agreed with the Executive Headteacher * To liaise effectively with the Director of Primary to ensure a smooth and seamless transition in the English curriculum between Years 6 and 7 * To make a significant contribution to school improvement, planning and evaluation * To take responsibility for an agreed area of the school, maintaining order and assisting in pastoral issues as and when necessary   The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the federation: the pay level has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements: Able to meet the transport requirements of the post.  Working patterns: As identified in the relevant Teachers’ Pay & Conditions Document  Working conditions: | |  | | |