**JOB DESCRIPTION**

**Post title:** Assistant Principal / Head of English

Head of English with a fully supported pathway to successfully progress to the role of AP within minimum one year, maximum two years.

Assistant Principal responsible for English. This role will require the successful candidate to lead in other areas of Academy improvement in addition to English.

**Pay scale:** Assistant Principal – L9 – L13 / Head of English – UPS plus TLR1b

**Responsible:** Senior Vice Principal

**Duties and responsibilities:**

You will be required to carry out the duties of a school teacher as set out in the current School Teachers’ Pay and Conditions document.

In addition to the duties above you will be required to demonstrate the leadership skills specified in the National Standards for Subject Leaders and to undertake the following responsibilities in relation to the post:

**Generic responsibilities:**

* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
* To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils within English, in accordance with the aims of the Academy.
* To act as a Curriculum Lead and be responsible for leading and developing this area.
* To develop and enhance the teaching practice of staff in the English department.
* To play a full part in the life of the Academy community, to support its distinctive mission and Church of England ethos and to be a role model to staff and pupils.

**Strategic:**

* To co-ordinate the delivery of the English curriculum, resources, schemes of work, marking policies, assessment and teaching strategies in the English department.
* The day to day management, control and operation of the curriculum provision within the English department.
* To monitor, track and evaluate pupil progress.
* To implement policies and procedures
* To work with colleagues to further develop schemes of work and lesson plans for the English department which are accumulative and relevant to the needs of pupils and the Academy.
* To ensure that planning from the English department reflect the needs of all pupils by concise use of effective and relevant differentiation.
* To manage the application of ICT in the English department.

**Curriculum:**

* To ensure the delivery of an appropriate, coherent and high quality curriculum programme which fully addresses the AIP.
* To keep up to date with national developments in English, teaching delivering and methodology.
* To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
* To maintain accreditation with the relevant examination and validating bodies.
* To promote, develop and embed appropriate extra-curricular activities within the English department.
* To ensure Literacy is a focus in all subject areas within the Academy.

**Staffing:**

* To work with the Senior Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To lead on performance management within the English department
* To promote teamwork, to motivate staff to ensure there is a positive and inspirational working culture.
* To ensure and monitor the effective efficient deployment of classroom support.

**Quality management:**

* To set targets within the English department and to work towards their achievement.
* To establish common standards of practice within the English department and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the English department.
* To contribute to the Academy procedures for lesson observation. i.e. through performance management cycle.
* To implement Academy quality assurance procedures and to ensure adherence to those within the English department.
* To participate in the monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
* To implement modification and improvement where and if required within the relevant curriculum area.
* To produce attainment and achievement reports within the quality assurance cycle.
* To identify appropriate courses for English department CPD and co-ordinate exam entries within the English department.

**Pastoral support:**

* To monitor and support the overall progress and development of pupils within English.
* To monitor pupil attendance together with pupils’ progress ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary in line with Academy policy.
* To act as a Form Tutor and carry out the duties associated with the role.
* To fully contribute to SMSC in line with the embedded Church of England ethos.
* To implement the Behaviour Management system in the English department so that effective learning always takes place.

**Other specific duties:**

* To continue personal development.
* To actively engage in the staff review and development process.
* To undertake any other duty as specified by the Principal not mentioned in the above.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.