



JOB DESCRIPTION

Job Title: English Lead (Secondary department)

Grade: MPS/ UPS + SEN allowance + TLR 2a

Job Location: Hope Wood Academy

Responsible to: The Head Teacher

Job Purpose

- To lead on English within the Secondary department
- To meet the requirements of a teacher as set out in the School Teachers Pay and Conditions Document and The Professional Standards for Teachers

Main Responsibilities

- To support the ethos, values and aims of the academy
- To contribute to and follow the agreed policies of the academy
- To comply with the academy's Health and Safety policy and undertake appropriate risk assessments
- To have high expectations of themselves and all students and to act as an example to students within the academy environment
- To contribute to the evaluation and monitoring of the academy curriculum
- To work as a member of a team and to contribute positively to effective working relationships within the academy
- To engage actively in appraisal and Professional Development

Main Duties

Support for students

- Use specialist knowledge in English (Communication, Reading & Writing) to support students' learning
- To plan and deliver appropriate, broad, balanced, relevant, differentiated and challenging lessons to all their students appropriate to their special educational needs
- To deliver English to groups with a wide range of academic abilities and special educational needs
- To assess, record and report on aspects of students' standards, progress and development
- Contribute to raising standards of pupil attainment
- To ensure that effective tracking of students' progress is in place throughout all Key Stages; through accurate identification supported by intervention programmes whose impact is closely monitored
- To encourage high standards of behaviour following academy policies so effective and engaging learning can take place, and good relationships can be formed within the academy community
- Provide feedback to students' in relation to their achievements
- Establish constructive, professional relationships with students, staff and other professionals in order to support students' learning
- Promote and ensure the health and safety and good behaviour of students at all times

- Lead on a range of learning, developing motivating and engaging opportunities

Support for colleagues

- To lead a team of colleagues teaching English across the academy supporting development of knowledge and skills
- Be responsible for keeping records, information and data, producing reports as required
- Reporting to academic board against academy improvement plan and department action plan
- To lead others to raise the profile of literacy across the curriculum
- To lead others and organise events throughout the academic year in order to promote 'a love of reading' to all students
- To work effectively with support staff to ensure they are able to contribute and support to students' learning
- Be responsible for a department improvement plan ensuring impact and improvements are made over time in line with Academy and Trust priorities
- To work closely with the multi-disciplinary team in the Academy to promote communication development in line with special educational needs

Support for the curriculum

- Monitor and manage resources within an agreed budget
- To plan sequences of learning within and across lessons, to ensure effective curriculum coverage, continuity, progression and challenge and to support others delivering English to do the same
- To assist with the monitoring and evaluation of subject delivery e.g. through work scrutiny, resource audits and data analysis
- To take part with colleagues across the Trust and within the Academy in developing the curriculum
- Report around provision and objectives laid out in the students' EHCP at annual reviews in line with procedures
- Provide curriculum planning for identified sessions
- To provide strategic leadership so that colleagues are aware of, and can act upon both national developments and developments within the subject within the school

Support for the Academy

- Be aware and comply with health and safety policies and procedures relating to safeguarding young people, security and confidentiality, reporting any concerns to the named person
- Be aware of and implement the Ascent Academies' Trust equality policy
- Contribute to the overall aims and ethos of the Trust
- Participation in trust and wider regional networks around English
- Attend and participate in regular academy meetings as directed
- Participate in training and other related activities as required by the head teacher
- Agree to undertake any other duties which may be reasonably required or construed as forming part of the remit of this post

Professional Values and Practices

- Having high expectations of all learners; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement
- Having high expectations of all colleagues; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their professional development through effective support and challenge
- Treating learners and colleagues consistently in line with the principles set out in the Framework for Ethical Leadership in Education, and being concerned with their development following a high support/high challenge model
- Working collaboratively with colleagues across the trust, in particular Head of Academy and Senior Leaders as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues
- Reflecting upon and seeking to improve personal practice.
- Planning own professional development to further enhance the provision
- Working within the Trust's policies and procedures and being aware of legislation relevant to personal role and responsibility in the provision
- Recognising equal opportunities issues as they arise in the provision and responding effectively, following Trust policies and procedures
- Building and maintaining successful relationships with learners, parents/carers and colleagues
- Undertake additional duties and responsibilities commensurate with the role, as directed by the Leadership of the Trust

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies including the No Smoking Policy. The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: Adele Pearson

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