**Name:**

**Responsible to and mentored by:**  AHT for English

**Responsible for:** Staff in the English department

###### Job Description Summary

* Deputise for the Subject Leader for English, when appropriate
* Help promote the highest possible standards of achievement in English
* Support the Subject Leader for English in ensuring that all students achieve or exceed their targets in English
* Support the Subject Leader for English in raising the quality of curriculum and teaching in English by defining and implementing appropriate improvement targets
* Support the Subject Leader for English in leading, managing and developing staff and visitors who contribute to the teaching of English
* Represent the department at outside agency meetings when required

Specifically

* To support curriculum development;
* To raise levels of student achievement.
* To monitor, evaluate, track and review student progress.
* To monitor and encourage the use of ICT to enhance learning.
* To develop promotion of English across the school.

## Person Specification for All Staff at Wellfield

We want all educators at Wellfield to:

* Be committed to continuous improvement and raising standards
* Relate well to our students
* Put student needs first
* Be self starters and aim for the best in what they do
* Have confidence and competence in the use of ICT
* Be team players
* Communicate well
* Be positive and co-operative, especially in times of change
* Review what they do regularly

**Job Description**

**As stated in national teachers’ pay and conditions**

And in particular:

All Wellfield teachers should provide effective lessons, which:

* Accord with the Wellfield house style
* Are planned and meet individual learning needs
* Contain a range of appropriate strategies for teaching and classroom management
* Make effective use of information about prior attainment to set high expectations for students
* Challenge and support all students to make good or better progress
* Maintain good order and discipline, safeguarding, health and safety

Subject Leadership: The Role of the Assistant

At Wellfield we believe that a good assistant subject leader

* Makes decision for one reason : LEARNING
* Takes responsibility for what happens in the subject
* Knows what is happening in the subject
* Knows what needs improving
* Helps create a culture where teaching and learning come first
* Helps lead staff through support and challenge

And you will maximise learning by:

* Bringing out the best in staff
* Setting a professional example
* Getting the balance right between support and challenge: 80% support, 20% challenge

Specific Responsibilities

**Vision**

Help with:

1. Making a raising achievement plan that reflects the priorities of the school development plan
2. Communicating the whole school vision to the rest of the team
3. Annual review of the departmental RAP and helping to inform the school development plan
4. Setting targets for student performance
5. Promoting a culture of continuous improvement
6. Self evaluation

**Communication**

1. Play a full part in making sure all staff are appropriately informed about school matters
2. Help maintain a regular flow of information with one another to ensure that we run efficiently and that there is a good level of consultation
3. Remember that communication is a two way process and is more effective if it is in writing and is passed on well in advance.

So you will communicate effectively by working closely with the AHT for English in:

1. Holding regular discussions and meetings that cover teaching and learning, curriculum, data and evaluation and monitoring of standards as well as dissemination of information and policy decisions.
2. Liaising with Heads of Learning to monitor student performance.

**Leadership**

1. Help ensure that the responsibilities and workload of the team reflect their experiences, skills and paid responsibilities
2. Help work with English staff to devise effective teaching and learning strategies
3. Devise secure administrative procedures that ensure routine administration is adequately covered.

**Standards**

1. Help ensure that the national Curriculum programmes of study and exam specification requirements are fulfilled.
2. Help ensure all schemes of learning are kept up to date
3. Help ensure that the learning environment is rigorous, challenging and celebrates achievement
4. Help monitor and evaluate performance and ensure that planning is informed by this process
5. Help ensure that school policies and procedures are followed.

Continuous Professional Development

1. Help lead the professional development of your team
2. Play a part in the staff appraisal process, ensuring that targets for improvement are pursued effectively both as a team member and reviewer
3. Participate in quality assurance activities
4. Recognise the importance of attending all forms of staff meetings

**Resources**

1. Help provide value for money by ensuring that resources allocated to the department are deployed to support subject and school objectives
2. Help manage the department budget so that money is spent sensibly
3. Help keep up to date stock records

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_