

**JOB DESCRIPTION**

**Job Title: Assistant Director of English**

**Salary:**  **L3 – L7**

**Accountable To: Director of English**

**JOB PURPOSE**

The Assistant Director of English will work effectively alongside the Director of English to provide professional subject leadership which secures success and improvement in English at all levels. They will support in the day to day leadership and management of the English department to ensure that students receive a high quality education, improved standards of learning, progress and achievement for all groups of students.

* Support the Director of English to provide subject leadership and to provide direction for teaching and learning across the subject.
* Work with the Director of English to improve the quality and effectiveness of teaching in the subject, having regard to the teacher standards.
* Provide a safe, calm and well-ordered environment for all students and staff, focussed on safeguarding student welfare and developing good behaviour in the academy and in wider society.
* Contribute to high quality teaching.
* To support in leading, organising and directing the teaching of the subject
* Ensure a high quality experience for all students including extra-curricular activities.
* Analyse data effectively to inform future planning and have an impact on raising standards.

The Assistant Director of English will provide line management for designated staff within the English department, as appropriate.

**KEY RESULT AREAS**

**Direction and Development of the subject**

The Assistant Director of English, working with the Director of English, Senior Leadership Team and other curriculum leads, will contribute to the development of a strategic view for the school and analyse and plan for its future needs and further development.

* Use data on student performance to inform policy and practice, identify underachieving students and monitor the effectiveness of the subject.
* Support the Director of English to establish plans for the development of the department that support the school improvement plan and ensure that the department is always seeking to improve.
* Work with the Director of English to support them to ensure systematic and rigorous self-evaluation of the work of the subject collecting and using accurate data to understand its strengths and weaknesses.
* Support the Director of English in the creation and implementation of a subject plan, which identifies priorities and targets for ensuring students achieve high standards, increasing teachers’ effectiveness and securing successful outcomes.
* Support the Director of English to maintain quality assurance systems, including subject review, self-evaluation and performance management.
* Support the Director of English to ensure the English curriculum offer meets the needs of all students including those with SEND.
* Keep abreast of developments locally, regionally and nationally attending relevant meetings and CPD.

**Teaching and Learning**

The Assistant Director of English will in their subject, seek to secure and sustain effective teaching and learning, monitor and evaluate the quality of education and standards of students’ achievements and use benchmarks and set targets for improvement.

* Support the Director of English to lead improvements to the quality of teaching and learning in English by monitoring and evaluating the quality of teaching and standards of achievement using benchmarks and setting challenging targets for improvement.
* Monitor, evaluate and review standards of teaching and learning in English and promote improvement strategies to ensure that the highest standards of teaching and learning are maintained.
* Ensure teaching supports those students who are falling behind and enables these students to catch up.
* Support the Director of English to rigorously track the quality of teaching and learning the subject area.
* With the Director of English oversee and organise systematic observations, subject and key stage reviews, learning walks, work scrutiny and student voice.
* Model high quality teaching and learning for others.
* Support the Director of English with the development of an innovative curriculum for students which values the talents and aspirations of all, ensuring that the English curriculum offer is appropriate for all students .
* Support the Director of English to raise standards within the English department to become an outstanding curriculum area.
* Keep up to date with national developments in the subject area, teaching practice and methodology, contributing to the whole school CPD programme where appropriate.
* For the general standard of discipline in the classroom, help should be provided when teachers are experiencing disciplinary problems. Coaching should be given to avoid problems as well as help at moments of crisis.
* Help to support, establish and implement clear policies and practices in line with school policy, for assessing, recording and reporting on student achievement and for using this information to recognise achievement and to assist students in setting targets for further improvement.

**Efficient and Effective Management and Deployment of Resources**

* Support the Director of English to establish clear expectations and constructive working relationships among staff, including, through modelling high quality teaching and learning for others, team work and mutual support; devolving responsibilities and delegating tasks, as appropriate.
* Support with the coaching and mentoring of members of staff in order to develop teaching and learning within the school and to enable teachers to achieve expertise in their subject teaching.
* Work with the Director of SEND and other SEND staff across the Trust and within the academy, to ensure that work is matched to individual pupils’ needs for the curriculum.

**VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of TCAT and Monkwearmouth Academy, it must be accepted that, as TCAT and Monkwearmouth work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

**EQUALITY AND DIVERSITY**

TCAT is committed to equality and diversity for all members of society. TCAT will take action to discharge this responsibility but many of the actions will rely on individual staff members at TCAT embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support TCAT’s initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to TCAT with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or TCAT can improve its practice on Equality and Diversity, please contact the HR Manager.

**HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with TCAT on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to TCAT Health and Safety Policies in respect to their specific duties and responsibilities.

**STAFF DEVELOPMENT**

All staff are required to participate fully in TCAT Staff Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

**COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

TCAT is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.