



## Your Academy...Your Future

<b>Post Title</b>	Junior Assistant Vice Principal – English
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Delivering high quality English lessons across the age and ability range.</li> <li>• Leading the development of whole school policy and practice in the development and teaching of English.</li> <li>• Implementing a co-ordinated whole school approach to supporting and developing students' English and Literacy skills.</li> <li>• Contributing to school self-evaluation processes by evaluating English and Literacy programmes and the impact they have on student progress.</li> <li>• Support in developing the KS3 and KS4 Curriculum ensuring a specific focus on developing students' reading, writing, speaking and listening skills.</li> <li>• Developing a culture of reading across the whole school and ensuring that the development of Literacy skills is encouraged, and that students are praised and rewarded for their achievements.</li> </ul>
<b>Responsible to</b>	Principal
<b>Responsible for</b>	Quality of teaching in English
<b>Contract Type</b>	Leadership
<b>School Type</b>	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
<b>Grade</b>	Leadership L8 – 12
<b>Disclosure Level</b>	Enhanced
<b>Expectations</b>	<p>There is an expectation that all adults who work at Castle View Enterprise Academy will:</p> <ul style="list-style-type: none"> <li>• Create opportunities to support the Academy vision.</li> <li>• Have respect and care for students and all other adults.</li> <li>• Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do.</li> <li>• Support the Academy uniform policy for students and echo this through professional and business-like mode of dress.</li> <li>• Contribute to the Academy enrichment programme.</li> </ul>
<b>Operation/Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To monitor and follow up student progress and liaise with the Vice Principal / Principal.</li> </ul>

	<ul style="list-style-type: none"> <li>• To co-ordinate curriculum development at Key Stage 3 and Key Stage 4.</li> <li>• To ensure qualifications are planned, monitored, delivered and evaluated at Key Stage 3 and Key Stage 4.</li> <li>• To co-ordinate Key Stage 3 and Key Stage 4 action planning, including plans for professional development.</li> <li>• To assist in the line management (in conjunction with the Vice Principal) of middle managers delivering Key Stage 3 and Key Stage 4.</li> <li>• Involve all subject leaders in reviewing judgements about standards at Key Stage 3 and Key Stage 4.</li> <li>• Support subject reviews, observe lessons and sample pupil work.</li> <li>• To liaise with the SENCO over learning and other associated problems.</li> <li>• To provide data on student performance (both student and targets) to relevant teams of staff.</li> <li>• To oversee all internal and external Key Stage 3 and Key Stage 4 assessment and examinations.</li> <li>• To lead the programme of student intervention, addressing any areas of under achievement.</li> </ul>
<b>Curriculum Provision</b>	<ul style="list-style-type: none"> <li>• To liaise with the designated member of SLT to ensure delivery of an appropriate, comprehensive, high quality and cost-effective programme within the Key Stage, which compliments the Academy Development Plan and the Academy Evaluation.</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• To lead curriculum development for the whole Key Stage.</li> <li>• To keep up to date with national developments in the related area and teaching practise and methodology.</li> <li>• To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To liaise with the Vice Principal, Curriculum to maintain accreditation with the relevant examination and validating bodies.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To work with the Vice Principal to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To continue own professional development as agreed with the Vice Principal.</li> <li>• To be responsible for the efficient and effective development of the Key Stage.</li> <li>• To undertake Performance Management Review(s) and to act as reviewer for a group of staff.</li> <li>• To participate in the interview process for posts within the Key Stage when required and to ensure effective induction for new staff in line with Academy procedures.</li> <li>• To promote teamwork and to motivate staff to ensure working relations within the Key Stage.</li> <li>• To be responsible for the day-to-day management of staff within the designated Key Stage area and act as a positive role model.</li> </ul>

<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems.</li> <li>• To support the process of the setting of targets across the Key Stage and to work towards their achievement, liaising with Vice Principal/Data Manager.</li> <li>• To establish common standards of practise across the Key Stage and support the development of effective teaching and learning styles for all students in the Key Stage.</li> <li>• To contribute to the Academy procedures for lesson observation.</li> <li>• To implement Academy quality assurance procedures and to ensure adherence to those within the Key Stage.</li> <li>• To monitor and evaluate the Key Stage's curriculum in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.</li> <li>• To seek / implement modification and improvement where required.</li> <li>• To ensure that sections of SEF, SIP and Trust Board reports are completed and up to date.</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>• To support the maintenance of accurate and up to date information concerning students within the Key Stage on the management information system.</li> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>• To produce reports within the quality assurance cycle for the Key Stage area.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Carry out other reasonable tasks from time to time as directed by the Principal.</li> </ul>

***Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.***

## Person Specification

<b>You should be able to demonstrate that you meet the following essential criteria.</b>	<b>E = Essential D = Desirable</b>
<b>Qualifications</b>	
A Degree & PGCE (or equivalent qualification) and evidence of continuing professional development.	<b>E</b>
Further completed professional study.	<b>D</b>
<b>Leadership and Management</b>	
Evidence of success in leading a team initiative in education.	<b>E</b>
Experience in effectively deploying and managing staff.	<b>E</b>
Proven practise in leading, motivating and supporting staff to achieve high standards for all students.	<b>E</b>
Evidence of effective development of practises to support the concept of inclusive education.	<b>E</b>
Team leadership experience in schools.	<b>D</b>
Experience of leading an aspect of whole school development.	<b>D</b>
<b>Experience, skills and knowledge</b>	
Evidence of excellent teaching ability.	<b>E</b>
Evidence of raising achievement.	<b>E</b>
Excellent communication skills.	<b>E</b>
Experience of leading/coordinating a leadership team and work groups.	<b>E</b>
Evidence of effective finance and resource management.	<b>E</b>
Competent in ICT and willing to be trained as required.	<b>E</b>
A clear commitment to extended learning.	<b>E</b>
A demonstrable ability to analyse performance data, reviewing patterns and taking appropriate action.	<b>E</b>
Experience of collaborative work with other educational institutions.	<b>D</b>
Demonstrate ability to undertake rigorous self-evaluation and use the findings effectively.	<b>E</b>
Personal resilience and the ability to maintain staff morale at times of pressure and change.	<b>E</b>
Ability to promote an Academy with Business and Enterprise as its main specialism within the community.	<b>E</b>
Experience of a specialist school.	<b>D</b>
Experience of teaching in more than one secondary school.	<b>D</b>
<b>Personal Qualities</b>	
A good role model for other staff and students – relentlessly enthusiastic, reliable and committed.	<b>E</b>
A demonstrable commitment to performance management and development of staff.	<b>E</b>
Able to prioritise and manage own time effectively, balancing the demands made by teaching, subject or team management and involvement in Academy development.	<b>E</b>
Able to demonstrate diplomacy, credibility and stature.	<b>E</b>
Creative thinker.	<b>E</b>
Team player who is able to work collaboratively in a diverse team.	<b>E</b>
Able to deal with people from a broad cross-section of backgrounds at all levels internally and externally.	<b>E</b>
A life-long learner who understands the importance of new ideas, taking risks and using challenges as an opportunity to grow and learn.	<b>E</b>
A willingness to implement the ethos and values of the Academy.	<b>E</b>
Excellent Attendance	<b>E</b>