



## Hatton Academies Trust

### Job Description

<b>Post Title:</b>	Director of English & Literacy
<b>Reporting to:</b>	SLT
<b>Salary Grade:</b>	Main Scale / UPS plus TLR 1 Leadership Spine point 8-12
<b>Full Time / Part Time:</b>	Full Time

#### Job Purpose

- Overall responsibility for teaching and learning, achievement and attainment within the English department and to lead and manage the faculty Subject Leaders
- To inspire their departmental colleagues and all students who study in their curriculum area with a love for their subject, leading them to explore it and value it for their whole life.
- To contribute to the development and maintenance of whole academy strategy, policies and ethos
- The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

#### Specific Responsibilities

##### A. Strategic Direction and Development of the Faculty

- To develop and implement policies and practices which reflect the academy's commitment to high achievement through effective teaching and learning.
- To lead and implement an effective and appropriate curriculum for our students at all key stages that will enable them to achieve their best and meet national requirements.
- To have an enthusiasm for English which motivates and supports other subject staff and encourages a shared understanding of the contribution the faculty can make to all aspects of students' lives.
- To display a developing and professional knowledge base together with the ability to identify the key implications for faculty development.
- To use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of students.
- To establish clear targets for achievement in the faculty and evaluate progress through the use of appropriate assessments and records and regular analysis of this data.
- To establish and implement a variety of systems and processes which provide good information gathering about students' prior learning, their progress and achievements and the quality of teaching and learning in the faculty.
- To involve all departmental colleagues in the creation and execution of the yearly faculty SEF and Improvement Plan. This will identify clear targets, time-scales and success criteria and contribute to the whole academy SEF and Academy Improvement Plan.

*Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

- To develop plans for the faculty which identify clear targets, time-scales and success criteria for its development and/or maintenance.
- To support, facilitate and monitor the progress of the faculty improvement plan.
- To regularly review the progress towards the targets set in the departmental improvement plan and provide regular progress updates to the SLT link to ensure that they are fully aware of all successes, issues and concerns.
- To attend and lead relevant academy meetings.
- To lead regular departmental meetings; keeping faculty staff up-to-date with decisions and proposals made by different groups to seek departmental views of these.

## **B. Teaching and Learning**

- To lead the faculty staff in the teaching of each subject and provide a role model for high quality teaching and learning in the faculty, in line with the departmental and academy improvement plans.
- To keep abreast of new developments in content and teaching style, including use of new technologies.
- To monitor and evaluate the department's specification and schemes of work.
- To engage all faculty staff in the creation, consistent implementation and improvement of the schemes of work.
- To ensure that all faculty staff follow the agreed syllabus/specification and schemes of work.
- To ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times. To ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group (except where some sets are following accelerated courses).
- To initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities related to the faculty.
- To provide regular feedback and INSET to all faculty staff on teaching and learning which recognises good practice and supports their progress.
- To use a variety of methods to monitor and evaluate the teaching and learning offered by the faculty staff, and take appropriate action to improve further the quality of teaching and learning.
- To take an active role in the whole-academy monitoring of teaching and learning through lesson observation, learning walks, departmental reviews and marking/work scrutiny and other activities as appropriate according to academy and faculty policy.
- To provide quality assurance monitoring and intervention with all faculty staff.
- To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside faculty staff, analysing work and outcomes.
- To provide regular feedback to the SLT link to help the academy evaluate its practice.
- To assist the SLT link in the regular review of the standards of leadership, teaching and learning in each subject area
- To ensure that subject staff are aware of the implications of equality of opportunity which the subject raises.

## **C. Leading and Managing Staff**

- To give necessary help and guidance to all faculty staff.
- To help in the selection of teaching staff for the department.
- To oversee staff induction and NQTs in the faculty

*Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

- To ensure that all faculty staff understand, and are actively implementing, the key aspects of the academy's behaviour and inclusion policies.
- To assist members of the department in pupil discipline matters.
- To secure, maintain and integrate the collaborative effort of the faculty staff so that involvement, commitment and team spirit are promoted.
- To ensure that faculty staff are familiar with and follow all academy and departmental policies e.g. reports, disciplinary procedures, setting and marking of work.
- To assist the Principal in drafting reports and references on present and past members of the department.
- To ensure the effective management of support staff in the department.
- To alert the SLT link of any complaints regarding faculty staff and discuss strategies for the support of teachers as required.
- To implement and promote the use of appraisal to develop the personal and professional effectiveness of faculty staff.
- To act as an appraiser for identified teachers.
- To ensure the appraisal arrangements are effectively discharged by the other team leaders in the department where appropriate.
- To ensure that all faculty staff have high quality professional development opportunities.
- To work with the Principal / VP where concerns are raised regarding staff performance and outcomes to improve key indicators
- Take initial responsibility for the pastoral care and welfare of all departmental staff.

#### **D. Resource Management**

- To maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources to the faculty.
- To administer efficiently and effectively the resources and capitation of the department.
- To ensure that the teaching area allocated to the department is kept in good order.
- To ensure colleagues create a stimulating learning environment for the teaching and learning in the faculty.
- To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the faculty.
- To discuss departmental timetable schedules with all members of the department and to ensure a fair and realistic distribution of teaching load in accordance with information issued.

Signed \_\_\_\_\_

Date \_\_\_\_\_