



## Job Description

### King's Academy Binfield and King's Academy Oakwood

### Assistant Subject Leader; English

**Line Manager:** Head of English

**Salary/Grade:** Full Time, MPR/UPR + TLR 2 £4789.00

This Job Description may be amended at any time following discussions between the Executive Principal and member of staff, and will be reviewed annually.

#### **Key Responsibilities:**

- To support the leadership of the English department; oversee staff development within the department and ensure outstanding student progress within KS3.
- To be an exemplar and model of teaching skills within the academy, leading the development of teaching skills within the department.
- To impact positively and directly on the quality of teaching and student outcomes within the academy.
- To evaluate the effectiveness of teaching and learning, the curriculum and progress towards targets to inform future priorities and targets.
- To monitor and evaluate activities including, observation, scrutiny of work and analysis of performance data.
- To work in partnership with the primary staff team to ensure outstanding curriculum, teaching, learning and progress 3-18 is enabled.

#### **Teaching and Learning:**

- To ensure strong standards of student attainment and achievement within the curriculum area and to monitor and support student progress.
- To be responsible for monitoring students' progress by academic tracking and data analysis.
- To be accountable for student progress and development within the subject area.
- To develop and enhance teaching practices.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for all students.
- Promote excellence in teaching and learning to ensure all students develop their potential.
- Exemplify the skills of teaching and learning as typified by lead professionals and assist in ensuring that the good practice is shared.
- Ensure schemes of learning are developed, used, reviewed and modified to enable the development of high standards of teaching and learning and therefore progress.
- Ensure the delivery and development of the curriculum is effective and meets the needs of all students.
- To be accountable for the development and delivery of KS3 English
- To undertake an appropriate programme of teaching in accordance with the duties of this post.

#### **Leadership and Management of Staff:**

- Work with the Executive Principal, SLT, Head of English and other stakeholders to ensure that staff development needs are identified and that appropriate training is provided to improve performance.
- Develop, motivate and train members of the English department, providing clear expectations of their role.
- Identify the training needs of self and others, ensuring that all staff are active in the meeting of their own personal and professional development.
- Participate in recruitment, support and monitoring of new staff and teacher training

students within the department.

- To be responsible for the curriculum planning at KS3 within the department, ensuring it meets any statutory requirements, and the courses taught reflect the needs of our students.
- To review, update and report to the Head of English through the department SEF and strategic plan on the standards of leadership, and teaching and learning.
- Promote team work and motivate staff to ensure effective working relationships.

**Curriculum Provision:**

- Liaise with the Head of English and SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy's and faculty's strategic planning.
- To be accountable for the development and delivery of KS3 English

**Curriculum Development:**

- To lead curriculum development for the department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, Trust, regional and local levels.
- To liaise with the Head of English and SLT to consider accreditations with the relevant examination and validating bodies.

**Cross Curricular:**

- Act as a consultant to other faculties/departments on matters relating to the English and whole school literacy provision.
- Work in partnership with colleagues in primary phase to ensure a consistent approach to the English curriculum, teaching and learning, especially in KS2/KS3 transition
- Contribute to evaluation strategies to support overall academy self-evaluation.

**Communication:**

- Ensure all members of the department are familiar with its aims and objectives.
- Effectively communicate with all stakeholders including parents.
- Develop effective subject links with primary schools, examination boards and all other relevant bodies.
- Represent the Academy's view and interests.

**Professional Standards:**

- Support the ethos, vision, principles and values of the Academy.
- Treat colleagues, students and all members of the community with respect and consideration.
- Treat all students fairly, consistently and without prejudice.
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Support the aims of the Academy through attendance and participation in events.
- Support the ethos of the Academy by upholding the code of conduct, uniform expectations, etc.
- Take responsibility for own professional development and participate in arrangements as adopted by the Academy for the assessment of his/her performance and that of other teachers.
- Reflect on own practice as well as the practices of the Academy with the aim of improving all that we do and achieving excellence.
- Read and adhere to the various policies of the Academy and implement Academy Strategic Plans.
- Participate in the development and management of the Academy by attending various meetings.
- Undertake duties that may be reasonably assigned to them by the Executive Principal.
- Undertake professional duties that may be reasonably assigned to them by the Executive Principal.
- Be proactive and take responsibility for matters relating to health and safety.

**Quality Assurance:**

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the department and faculty and work towards their achievement.
- To establish common standards of practice within the wider faculty and develop the effectiveness of teaching and learning styles in humanities.
- To contribute to the Academy procedures for DDIs, lesson observations and learning walks.
- To implement academy quality assurance procedures and to ensure adherence to those within the faculty
- To monitor and evaluate the faculty including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.

#### **Information Management:**

- To maintain accurate records and keep up-to-date information concerning the department
- To make use of analysis and evaluate performance data provided.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing deadline progress on actions taken.
- To produce reports on examination performance.
- Provide the MAT/Local Governing body with relevant information relating to the department's performance and development.
- To produce reports for the Principal, SLT and MAT/Governors.
- Update the relevant sections of the SEF with requested information.

#### **Staff Development:**

- Promote teamwork and motivate staff to ensure effective and timely input into all academy communication methods.
- Act as a professional role model.
- Provide training to staff; establish clear protocols; manage use of software (e.g. survey monkey) to gather stakeholder views.

#### **Additional Duties:**

- To play a full part in the life of the Academy's community, to support its distinctive values and ethos and to encourage and ensure staff and students to follow this example.
- Any other duties as required by the Principal commensurate with the grade.
- To positively engage in the performance review process and in your own professional development including induction and in-service training opportunities and appraisal. To attend and participate in staff and faculty meetings as appropriate. To make your own contribution to the community life of the College.
- Adhere to all academy policies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the Academy.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

King's Academy Binfield and King's Academy Oakwood are committed to equality of opportunity. We

positively welcome applications from all sections of the community.

King's Academy Binfield and King's Academy Oakwood are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this academy.

**January 2021**