



Dream • Believe • Achieve

Hodge Hill College

Job Description

Hodge Hill College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be requested to apply for Enhanced Disclosure from the Disclosure and Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.

1. INTRODUCTION

1.1 NAME OF POST HOLDER:

1.2 Post Title: ASSISTANT DIRECTOR OF LEARNING ENGLISH KS3

1.3 Post Purpose:

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teacher's Pay and Conditions Document (STPCD).

- a) To support the Subject Leader and to deputise when and where appropriate.
- b) To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies.
- c) To act as a Curriculum Lead and be responsible for leading and developing this area.
- d) To work alongside the Head of Department and Leader of Aspiration to develop and enhance the teaching practice of others.
- e) To monitor and support the overall progress and development of students as a leader within the curriculum area and as a Form Tutor.

1.4 Reporting to: Director of Learning: English and Deputy Head Standards

1.5 Responsible for: The provision of a full learning experience and support for students. Management as detailed on specific line management structure. All responsibilities which follow relate to KS3:

- 1.6 Liaising with:** Headteacher, Leadership Team, teachers and support staff, SENCO, LEA representatives, external agencies and parents.
- 1.7 Working Time:** Full time as specified within the STPCD.
- 1.8 Salary/Grade:** Classroom Teacher's Pay Scale and TLR 2.2

2 TEACHING

- 2.1 To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

3. OPERATIONAL/STRATEGIC PLANNING:

- 3.1 To deputise for the Director of Learning English as appropriate
- 3.2 To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department within the designated area.
- 3.3 The day-to-day management, control and operation of one curriculum area provision within the department.
- 3.4 To assist in monitoring and follow up student progress.
- 3.4.1 To monitor and follow up student progress in KS3. To identify target groups for intervention. To implement, oversee and evaluate the effectiveness of interventions to improve student progress.
- 3.5 To liaise with primary partner colleagues to ensure a smooth transition in English KS2 - KS3
- 3.6 To assist in the implementation of school policies and procedures, as listed in the staff handbook and staff website.
- 3.7 To work with colleagues to formulate aims, objectives for the department which have coherence and relevance to the need of students and to the aims and objectives of the school.
- 3.8 To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students and the aims and objectives of the school.

4. CURRICULUM PROVISION:

- 4.1 To liaise with the Subject Leader to ensure the delivery of an appropriate comprehensive, high quality and cost-effective curriculum programme which complements the School's strategic objectives.

5. CURRICULUM DEVELOPMENT:

- 5.1 To support curriculum development within the whole department with particular emphasis on the relevant curriculum area.
- 5.2 To keep up to date with national developments in the subject area and teaching practice and methodology.
- 5.3 To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- 5.4 To liaise with the Subject Leader to maintain accreditation with the relevant examination and validating bodies.

6. STAFFING:

- 6.1 To work with the Subject Leader and Deputy Head/Assistant Headteacher to ensure that own and staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 6.2 To engage actively in the Performance Management Review process and to act as reviewer for a group of staff within the designated department.
- 6.3 To promote teamwork and to motivate staff to ensure effective working relations.
- 6.4 To ensure the effective efficient deployment of classroom support.
- 6.5 To participate in the schools ITT, Teach First or NQT programme where appropriate.

7. QUALITY ASSURANCE:

- 7.1 To ensure the effective operation of quality control systems.
- 7.2 To assist in the process of the setting of targets within the department and to work towards their achievement.
- 7.3 To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- 7.4 To contribute to the school procedures for lesson observation and quality assurance.
- 7.5 To implement school quality procedures and to ensure adherence to those within the department.

8. MANAGEMENT INFORMATION:

- 8.1 To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- 8.2 To assist in the use of analysis and evaluation of performance data and to take action as appropriate.
- 8.3 To help to produce reports within the quality assurance cycle.
- 8.4 To assist in the production of reports on examination performance, including the use of value added data.

9. COMMUNICATIONS & LIAISON:

- 9.1 To help ensure that all members of the department/curriculum area are familiar with its aims and objectives.
- 9.2 To ensure effective communication as appropriate with the parents of students.
- 9.3 To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- 9.4 To contribute to the planning and delivery of school liaison activities.
- 9.6 To contribute to the development of effective subject links with partner schools and the community, attending, where necessary, liaison events in partner schools and promoting subjects effectively at liaison events in school, partner schools and the wider community.
- 9.7 To promote actively the development of effective subject links with external agencies.

10. MANAGEMENT OF RESOURCES:

- 10.1 To assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
- 10.2 To cooperate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.

11. PASTORAL SYSTEM:

- 11.1 To monitor and support the overall progress and development of students within the curriculum area.
- 11.2 To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- 11.3 To contribute to SMSC and CEIAG according to school policy.
- 11.4 To assist in the implementation of the Behaviour Management system in the Department so that effective learning can take place.

12. SCHOOL ETHOS:

- 12.1 To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- 12.2 To promote actively adhere to the school's corporate policies.
- 12.3 To comply with the school's Health and Safety policy and assist with assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

13. SIGNATURES:

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed..... Signed.....
 (Teacher) (Headteacher)

Dated..... Dated
 (Teacher) (Headteacher)



**ASSISTANT DIRECTOR LEARNING ENGLISH KS3
 Person Specification**

	Essential	Desirable
Qualifications	Qualified Teacher Status (QTS), OR An overseas qualified teacher eligible to teach in schools in England OR An NQT in the summer before becoming QTS*	Degree or equivalent
	Evidence of further professional development	
Experience	Successful teaching experience of leading curriculum change to improve the quality of learning	Involvement in departmental development planning
	Experience of planning and/or leading professional development within the department	Experience of leading teams
Knowledge	Current curriculum issues	Experience of school improvement initiatives
	Development planning processes	
	Teaching & Learning styles and strategies	
	Nature and purpose of a range of assessment strategies	
Skills & Abilities	Ability to review, evaluate, plan and lead by example	Ability to work under pressure, effectively manage time and prioritise actions
	Ability to encourage a collaborative approach and to work as a member of a team	
	Ability to manage the implementation of change	
	Good interpersonal skills	
	High level of skill in written and oral communication	

	You must be able demonstrate your suitability to work with children and that this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline(as part of the safeguarding process).	
Approach	<p>A commitment to the values of Hodge Hill College, including:</p> <ul style="list-style-type: none"> • No contra-indications for working with children (as part of the safeguarding process). • High expectations of all and a determination to raise standards. • Comprehensive education, equality of opportunity and inclusivity • A commitment to learning- a genuine desire to continue learning one self and a willingness to reflect upon and learn from experience • Creativity and imagination • Enthusiasm, integrity and a passion for enhancing every child’s life chances • Generosity of Spirit • A willingness to take responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with 	
Personal Qualities	<ul style="list-style-type: none"> • A sense of humour! • A good record of attendance and punctuality • Flexibility and adaptability in the ever changing world of education 	

Please note any issues identified in your reference will be taken up at interview.

All offers of appointment are subject to:

- a) **Satisfactory medical clearance.** All successful candidates complete a medical questionnaire and maybe required to pass a medical examination.
- b) **Satisfactory references.** One of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your Headteacher or Tutor.
- c) **Confirmation of correct National Insurance number** through checks with the relevant government agencies
- d) **Disclosure and Barring clearance at the enhanced level**
- e) **Eligibility to work in the UK** by providing a relevant document as specified by the Asylum and Immigration Act 1996
- f) **Evidence of qualifications** outlined on your application form
- g) **Teachers Prohibition order check**