

Dear Applicant

Thank you for your interest in the position of **Head of English, Dean Trust Ardwick, 345 Stockport Road, Ardwick, M13 0LF.**

**Employment start date: 1<sup>st</sup> September 2018**

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [thethedeantrust.co.uk](http://thethedeantrust.co.uk).

### **Method of Application**

The preferred method of application is electronically via email to [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk). All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

### **Closing Date**

Applications received after the closing time of **10am Wednesday 17<sup>th</sup> January 2018** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 or email [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Mrs S Taylor  
**HR & Payroll Manager**



# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Head of English</b>
<b>Reporting to</b>	<b>Senior Leadership Team</b>
<b>Main purpose of job</b>	<p>This is a key post in the latest Dean Trust School. The post holder will be expected to work collaboratively with other Dean Trust Schools and their Heads of English. In addition, make significant contributions to whole school literacy, teaching and learning and to contribute to relevant INSET in addition to principal responsibilities within the faculty. The post holder will have full responsibility for outcomes within the faculty in terms of examination grades and as such must be an outstanding practitioner leading by example. The post holder will lead a large team of subject specialist experienced teachers.</p> <p>Initially, the post holder will have responsibility to oversee more than one faculty, whilst the school is in a small setting.</p>
<b>Key responsibilities:</b>	
<b>Leadership and management</b>	
<ul style="list-style-type: none"> <li>• To lead teams of specialists and be responsible for their performance management</li> <li>• To lead by example and provide motivation and direction for the whole team</li> <li>• To ensure clear expectations and continued constructive working relationships amongst those involved with the English faculty and initially for those other faculties/departments being line managed including through team working and mutual support, devolving responsibilities and delegating tasks, as appropriate; evaluating progress and developing an acceptance of accountability</li> <li>• To ensure that all faculty staff have the highest possible expectation of their pupils and that the school's standards are well embedded within the faculty</li> <li>• To plan and lead faculty meetings to enable the efficient and effective administration of the faculty</li> <li>• To develop and implement policies and practices within the faculties which reflect the school's commitment to high achievement and outstanding teaching and learning</li> <li>• To monitor and evaluate the teaching of subjects within the faculty and use this analysis to identify effective practice and areas for development, and take action to further improve the quality of teaching and learning</li> <li>• To lead the IQTL programme within the faculty and whole school as required</li> <li>• To create an effective and stimulating environment within the faculty for teaching and learning</li> <li>• To write, implement and evaluate strategic improvement plans</li> <li>• On a regular basis liaise with Heads of Year on pupil progress and behaviour strategies within the faculty</li> <li>• To attend meetings within school and with Heads of Faculty from other schools and organisations as required</li> </ul>	

- To participate in Teaching School activities to ensure the continued development of the faculty through sharing good practice

### **Curriculum**

- To ensure curriculum coverage, continuity and progression within the faculty for all pupils including those of high ability and those with learning needs.
- To keep abreast of national and school curriculum developments and implement necessary changes
- To co-ordinate whole school literacy initiatives
- To encourage pupils to participate in extra-curricular activities related to the faculty and other subject relevant national strategies
- To support and ensure that members of the faculty follow the school behaviour policy and take responsibility for the standards of behaviour in the department area to ensure effective teaching and learning can take place
- To ensure that a system of pupil rewards and sanctions operates within the faculty that is in line with school policy

### **Staff recruitment and development**

- To work with the Headteacher and Deputy Headteacher to identify the training needs and opportunities for the faculty and to organise and lead CPD training where appropriate
- To lead the faculty in contributing to the training of new teachers through the provision of ITT placements

### **Performance and standards**

- To monitor and review clear practices for assessing, recording and reporting on pupil achievement in line with school policy and to use this information to recognise achievement, instigate effective intervention and to assist staff in setting targets for further improvement
- To monitor and evaluate the impact of intervention strategies to ensure staff are best deployed to further raise attainment and achievement
- To ensure that pupil data is used effectively to secure outstanding progress in all faculty subjects ensuring colleagues have the support, challenge, information and development necessary to sustain motivation and secure further improvements in teaching. This includes training other staff in the faculty to use data effectively
- To ensure that this core subject contributes significantly to the main school headline outcomes against which the whole school is judged
- Liaise with the examinations team to ensure that all entries for internal and external assessments are on time and appropriate for pupils
- To ensure effective communication with parents to involve them in their child's learning as well as providing information about curriculum, attainment, progress and targets

### **Management of resources**

- To ensure the effective and efficient management and organisation of learning resources including ICT
- To manage the faculty capitation to support teaching and learning and create bids for additional resources for developments within the faculty, from external sources and internal budgets where funding is available
- To ensure that there is a safe working and learning environment within the faculty where risks are properly assessed
- To ensure that the department's teaching commitment is effectively and efficiently timetabled and roomed within the constraints of the school accommodation

**All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher.

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be updated where appropriate in consultation with the post-holder.

Should the successful applicant be a Newly Qualified Teacher, the appointment, in the first instance, would be for a period of 1 year with a review on successful completion of NQT year.



## Person Specification

<b>Education and qualifications</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Degree and teaching qualification</li><li>• Qualified Teacher Status</li><li>• Evidence of continuing professional development or further professional study</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Post graduate qualification</li><li>• Professional qualification e.g. “Leading from the Middle”</li></ul>
<b>Experience</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Successful teaching experience including teaching to GCSE level</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Teaching to advanced level</li><li>• Experience in developing whole school policies and strategies</li><li>• Successful leadership within a Middle Leadership role</li></ul>
<b>Knowledge, skills and abilities</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Current knowledge of the use of assessment and data in students’ learning to raise standards</li><li>• Current knowledge of strategies to raise standards of teaching and learning</li><li>• Understanding of the principles of an effective curriculum and qualifications framework</li><li>• Very good oral and written communication skills</li><li>• Excellent classroom practitioner</li><li>• Good ICT skills</li><li>• Ability to lead INSET and research at Academy, Trust and Teaching School level</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Knowledge of VLE</li></ul>
<b>Leadership and management</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Ability to manage, motivate, support and inspire trust in others</li><li>• Ability to work as part of a team</li><li>• Ability to formulate, monitor, evaluate and review plans and policies</li><li>• Ability to confront and resolve problems</li><li>• Ability to innovate and manage change</li></ul>
<b>Others</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• A passionate commitment to develop the best in young people</li><li>• A commitment to further training and a willingness to participate in the relevant CPD</li><li>• Willingness to be engaged in partnership and community activities</li><li>• Commitment to the aims and ethos of the Academy, Trust and Teaching School</li><li>• A positive approach to challenges, which seek solutions to problems and addresses difficulties with cheerfulness and good humour</li></ul>