



REF NO: POL010

Director of English

Leadership Pay Scale L8 – L10

Closing Date | 9.00am Thursday 6th May 2021

For an informal conversation about this position, please contact **Emma Owen** at Poltair, via email: eowen@poltair.cornwall.sch.uk

Headteacher | Mark Everett

Executive Headteacher | Richard Baker

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Job Description



Reporting to: Assistant Headteacher, Teaching and Learning

Liaising with: SLT, CTLs, Head of English, Deputy Head of English, Year Leaders and other relevant staff with whole school responsibilities, other schools across the CELT trust and parents.

Key Roles

Curriculum, Teaching and Learning, and CPD

- ✔ Lead the medium and long term vision for English and literacy and oversee annual departmental action-planning to ensure that it is both effective and consistent with the longer term vision;
- ✔ Provide strategic leadership for the development of teaching and learning within the English faculty;
- ✔ Provide strategic leadership for literacy across all faculties, including leading whole-school CPD;
- ✔ Explore opportunities for development through keeping up to date with the latest research on provision within English and literacy;
- ✔ To work with the school's Teaching and Learning team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- ✔ To welcome other practitioners to observe lessons.

Assessment, Monitoring and Evaluation

- ✔ Provide effective line management for the English Curriculum Team Leader;
- ✔ Have accountability for the performance management of the English faculty and, through the CTL, ensure that performance management is conducted effectively across the faculty;
- ✔ To support the establishment of robust assessment and evaluation processes to establish successes and improvements.
- ✔ To contribute to accurate and effective monitoring information that influences whole school teaching and learning strategies.

General Duties

- ✔ To attend staff meetings and Trust-based INSET as required.
- ✔ The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ✔ To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.
- ✔ To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.
- ✔ To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
- ✔ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- ✔ To undertake any other duties as reasonably required by the Headteacher, to ensure the efficient and effective operation of the School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date of appointment 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.

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Person Specification



Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> ▼ A good honours degree with English as a specialist subject, Qualified Teacher Status ▼ A track record of successful teaching across the age and ability range in English (Key Stages 3 and 4) ▼ Proven track record of excellent exam results at classroom and faculty level ▼ Successful coaching and mentoring to improve the teaching performance of others ▼ Experience of effectively working with others including parents, governors and external agencies 	<ul style="list-style-type: none"> ▼ Evidence of further professional study, e.g. MA or NPQML / NPQSL ▼ Leadership of professional development activities at faculty or whole school level
Knowledge & Understanding	<ul style="list-style-type: none"> ▼ Excellent teaching and assessment strategies that close the gap and address underperformance, as well as stretching the most able students ▼ Knowledge of the latest thinking on the developments in literacy ▼ Understanding of what constitutes high quality teaching & learning in English 	<ul style="list-style-type: none"> ▼ Additional subject specialisms e.g. Media Studies, Drama
Personal Qualities	<ul style="list-style-type: none"> ▼ A strong commitment to safeguarding children and young people; full awareness and knowledge of current national legislation for safeguarding and child protection ▼ Ability to inspire confidence in staff, students, parents and others ▼ Reliability, integrity and stamina ▼ Vision, imagination and creativity ▼ Effective communication & interpersonal skills ▼ Ability to work under pressure and to deadlines, prioritise effectively and manage workload 	<ul style="list-style-type: none"> ▼ Personal ambition and potential for further promotion ▼ Determination to succeed and the highest possible expectations of self and others ▼ Achieve challenging professional goals ▼ Take responsibility for own professional development
Leadership & Management	<ul style="list-style-type: none"> ▼ Ensure consistently high achievement within English and clear lines of accountability for results within the faculty ▼ With the Curriculum Team Leader, oversee effective quality assurance and professional development for the English faculty ▼ Provide a strategic lead for literacy so that it has the maximum impact on achievement across the school ▼ Make decisions based on analysis, interpretation and understanding of relevant data and information ▼ Demonstrate good judgement 	<ul style="list-style-type: none"> ▼ Motivate all those involved in the team ▼ Think creatively and imaginatively to anticipate, identify and solve problems
Communication Skills	<ul style="list-style-type: none"> ▼ Communicate the vision of the school in relation to the development of teaching and learning ▼ Communicate effectively orally and in writing to a range of audiences 	<ul style="list-style-type: none"> ▼ Develop, maintain and use an effective network of contacts

