

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



Deputy Head of English

Job Description & Person Specification

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Job Description

Reporting to:	Head of English
Key Contacts:	SLT, Teachers, support staff, students, parents
Location:	Based at Penrice Academy but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary Grade:	Teachers' Main / Upper Pay Scale plus TLR 2b
Hours:	Full Time

Main Duties and Responsibilities

- ❖ Support day to day leadership in the department.
- ❖ Inspire, motivate and influence students and staff, taking a leading role in maintaining the highest possible standards of learning and progress.
- ❖ Contribute to the strategic leadership of the department in its relentless pursuit of our vision and ambition.
- ❖ Develop strategies and systems to quality assure the curriculum and learning across the Department.
- ❖ Contribute to the continuous development of a high impact curriculum to ensure maximum progress is made across the 5 year journey.
- ❖ Undertake learning walks to assess the impact and delivery of the curriculum.
- ❖ Use data to support development and improvement across the Department, identifying key intervention groups.
- ❖ Develop innovative approaches to meeting the needs of all students.
- ❖ Support the design of high impact, research-based CPD for the English Department.
- ❖ To be aware of and work in accordance with the Teachers' Standards at all times, and to fulfil the professional responsibilities of a Teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

General Responsibilities applicable to all staff

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils 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.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> ❖ Qualified Teacher Status ❖ Degree in relevant subject 	<ul style="list-style-type: none"> ❖ Master Degree in relevant subject ❖ NPQML or equivalent 	Application Form / Interview
Experience	<ul style="list-style-type: none"> ❖ Minimum of 2 years' teaching experience ❖ Experience of teaching English at Key Stage 3 and 4 ❖ Experience of enthusing the love of English through extracurricular clubs, activities and field trips 	<ul style="list-style-type: none"> ❖ Experience of teaching A-level English ❖ Experience as an exam marker for AQA GCSE or A-Level ❖ Experience of leading staff training and development to improve pedagogy or subject knowledge ❖ Experience in conducting learning walks and providing timely and appropriate feedback to staff ❖ Experience of successfully leading the professional development of a department, leading to enhanced teaching abilities of others within the department 	Application Form / Interview

<p>Specialist Knowledge and Skills</p>	<ul style="list-style-type: none"> ❖ Exceptional classroom practitioner ❖ Excellent subject knowledge and an understanding of national and examination curricular requirements of the subject ❖ Knowledge of current education and professional developments understanding of their application in English teaching ❖ Excellent working knowledge of ICT and how it can be used to track and analyse attainment ❖ Evidence of working with data effectively to improve student outcomes by seeing the “bigger picture” and asking the right questions ❖ High level of oral and written communication skills ❖ Prioritise and manage own time effectively, work under pressure and to deadlines ❖ Demonstrates an awareness, understanding and commitment to equality and inclusion ❖ Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people 	<ul style="list-style-type: none"> ❖ An understanding of how English relates to other National Curriculum areas 	<p>Application Form / Interview</p>
<p>Personal Qualities</p>	<ul style="list-style-type: none"> ❖ To believe in the importance of team work and a collaborative approach, to be able to contribute effectively to a team and build supportive working relationships with colleagues ❖ Demonstrates a versatile approach to teaching strategies with the ability to impact positively on all students, to enthuse and create a love of learning 		<p>Application Form / Interview</p>

	<ul style="list-style-type: none"> ❖ Consistently shows high aspirations for all students regardless of their starting point ❖ A commitment to pastoral tutoring and sensitivity to students' needs ❖ A desire to play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow in this example ❖ A commitment to facilitate extracurricular provision 		
Values Related Qualities	<ul style="list-style-type: none"> ❖ Collaborate – ability to work effectively as a team ❖ Empower – ability to take initiative and problem solve in order to improve performance ❖ Leadership – To lead by example and achieve shared goals ❖ Transformation – ability to recognise a need for change and adapt accordingly 		Application Form / Interview



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