**Monkwearmouth Academy Job Description**

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| **Post Title** | **Assistant Faculty Leader: English, Literacy and Drama** |
| **Reporting to:** | Director of Learning: English, Literacy and Drama |
| **Liaising with:** | Students and their Parents/Carers, Colleagues, SLT and Governors |
| **Working time:** | 195 days per year, full time |
| **Salary/Grade:** | **TLR 2B**  |
| **Disclosure:** | Enhanced & Barred List  |
| **Teaching:** | To undertake an appropriate programme of teaching |
| **Key Responsibility** | **Key Accountabilities** |
| Assist the Director of Learning in setting the vision and raising the standards of Achievement and Enjoyment in English, Literacy and Drama | 1. Lead and manage staff across a range of subjects/Key Stages within the faculty, including whole school strategic responsibilities and the line management and performance management of TLR post holders and other colleagues
2. Assist in developing and ensuring the delivery of an appropriate, comprehensive, high quality and cost effective curriculum for the faculty
3. Keep up to date with national developments in the Faculty area, teaching practice and methodology, contributing to Faculty CPD programme where appropriate
4. Assist in ensuring that all students, including identified vulnerable groups, have equal access to the curriculum
5. Assist in reviewing and personalising the syllabus / qualification / level choice according to identified student need
6. Work with staff to plan and implement appropriate MTLPs and learning plans, including the coaching and development of colleagues where necessary
7. Support the efficient and effective management and deployment of staff and resources across the faculty
8. Implement the schools’ Teaching, Learning and Assessment (T, L&A) Policy, including the process of target setting
9. Carry out quality assurance procedures, including the use of data, in line with whole school policy and practice and as required
10. Contribute to Faculty Improvement Planning and Self-Evaluation as appropriate, including the use of Student Voice
11. Ensure cross-curricular skills are developed as appropriate throughout the faculty
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| **Generic Responsibility** |  |
| Play a full part in the life of the school community, supporting and promoting its distinctive mission, values and ethos | 1. Meet Teacher Standards and Post Threshold Standards as appropriate
2. Consistently promote the academy in a positive light to its wider community, upholding the policies and procedures agreed by the Governing Body
3. Ensure the safeguarding of students, staff and volunteers and promote their welfare at all times
4. Apply the academy’s safeguarding and safer recruitment policies and procedures at all times
5. Act as a role model for staff and students, displaying positive behaviours at all times
6. Carry out the role of a tutor including the contribution to and the delivery of the Guidance Programme
7. Make an active contribution to the wider life of the academy through the provision of enrichment opportunities for stakeholders
8. Continue personal and professional development through active engagement in the performance review and development process
9. Comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description
10. Carry out any reasonable request made by the Executive Heateacher
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**Declaration**

Position: **Assistant Faculty Leader: English, Literacy and Drama**

Name of employee: ……………………………………………..

*I have read, understood and accept the specific requirements and responsibilities outlined in this job description.*

Signature of employee …………………………………………… Date …………………

Name of Executive Headteacher: Mr S W Wilkinson

Signature of Executive Headteacher …………………………… Date ………………….