



# St Benet Biscop Catholic Academy

## JOB DESCRIPTION

**Post Title: Assistant Subject Leader for English TLR 2a**

**Responsible to: Subject Leader for English**

**Job Purpose:** Responsible for the teaching, learning, progress and development of English, ensuring that each student is positively encouraged to develop his/her potential to the full. Liaising with Subject Leader, Staff and parents.

### **Duties and key result areas:**

#### **SCHOOL AIMS**

Founded on the teachings of Jesus Christ, our school aims to foster in its members a love of God and enable them to respond positively to the opportunities, responsibilities and experiences of life. To achieve this aim we will work together to:

- Provide opportunities for spiritual and moral development through prayer, liturgy and shared experience;
- Encourage a quest for knowledge and use it in the service of others;
- Strive for the highest standards of academic, sporting and artistic achievement;
- Provide a safe, tolerant, stimulating environment where individuals feel valued and their talents encouraged.

#### **PROFESSIONAL STANDARDS**

- Play a full part in the life of the school to promote and sustain the aims and distinctive ethos of the school as defined in the staff handbook and school prospectus, modelling its values and mission.
- Set a good example in terms of professional dress and appearance, punctuality and attendance.
- Uphold the school's behaviour policy, uniform regulations, classroom codes and code of conduct in a consistent, firm and non-confrontational manner.
- Maintain a purposeful and calm atmosphere in the classroom and other learning areas.
- Take responsibility for personal development and progression, making full use of the school's professional development opportunities and training.



- Attend meetings as appropriate, contributing actively whenever possible.

### **MAIN TEACHING AND LEARNING RESPONSIBILITIES**

- To act as a Form Teacher if required and carry out the duties associated with the role
- To play a full part in the life of the school community, to promote its distinctive mission and meet its requirements for spiritual development and worship
- To promote team work and to motivate staff to ensure effective working relations
- To be responsible for day to day management of English staff and act as a positive role model
- Ensuring that there are high standards of teaching and learning in English through assisting in lesson observation, learning walks and work scrutiny. Assist in delivery of appropriate CPD for department members, having a commitment to your own development
- Having up to date knowledge of subject, pedagogy, classroom management, research/inspection findings
- To monitor the progress of identified groups such as Pupil Premium, Most Able, SEN, FSMs etc.
- To assist in the planning, implementation and review of the English curriculum ensuring that schemes of work are in place and up to date reflecting the school's distinctive ethos and mission
- To assist in the development of the reading curriculum in English, including the implementation and monitoring of the Accelerated Reader programme.
- To assist in ensuring that assessment is both regular and thorough, and that subsequent teacher feedback is constructive and valuable.
- Ensuring that department members monitor and evaluate student progress in using comparative data and intervening at appropriate times with appropriate measures to raise achievement.
- Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods, and participate in the ITT program as appropriate.
- Assisting the Subject Leader during regular English meetings
- Representing English in all matters in the school relating to the curriculum
- Attending meetings appropriate to their role
- Assisting the school's Leader of SEND in ensuring that students who have special learning difficulties follow appropriate Teaching and Learning programmes
- Ensuring educational enhancement (e.g. booster classes, visits)
- Assisting in the completion, collection and collation of all administrative tasks pertaining to exam entry
- Assisting in the implementation of such policies as determined by the School's Governing Body



- To promote school initiatives such as interventions, Citizenship, SEAL, A4L and embed them in departmental practice
- To assist the Subject Leader in ensuring that appropriate arrangements are in place when staff are absent from school, liaising with the cover manager
- To attend parent meetings and open evenings

#### **GENERAL PROFESSIONAL RESPONSIBILITIES**

- You will fulfil the national conditions of service as detailed in the current conditions of service of the Teachers Pay and Conditions of Service Document and any local conditions of service notified in writing by the School Governors. You will continue to meet the appropriate standards such as Threshold (see Professional Standards for Teachers Sept 2007), QTS, Core, Post Threshold and Leadership.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### **SUPPORTING THE WIDER WORK OF THE SCHOOL**

- Comply with school policies and procedures related to child protection and safeguarding, health and safety, equal opportunities, confidentiality and data protection
- Work in such as to promote the ethos and vision of the school.
- Participate in training and development, and activities that contribute to the management of performance.
- Attend and participate in relevant meetings and school events as required
- Undertake first aid training and responsibilities as required
- Participate in school emergencies as required, including locating students and staff, contacting emergency services and completing necessary documentation

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person. The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.



Attributes	Essential	Desirable	Assessment Methods
<b>Education / Training</b>	<ul style="list-style-type: none"> <li>• A subject-related degree</li> <li>• Qualified Teacher Status</li> <li>• Confident use of ICT</li> </ul>	<ul style="list-style-type: none"> <li>• Catholic Teachers Certificate</li> <li>• Further degree / relevant qualification</li> <li>• Evidence of relevant subject/leadership CPD where applicable</li> </ul>	a, l, r, s
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Successful completion of a Teaching Qualification</li> <li>• Recent successful teaching where applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Experience of leading or being involved in the delivery of whole school CPD</li> </ul>	a, l, r, s
<b>Specialist knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Excellent classroom management</li> <li>• Understanding of how ICT can be used to impact on learning and monitor progress</li> <li>• A commitment to developing effective teaching and learning in their subject</li> <li>• An effective communicator</li> <li>• Good time-management skills</li> </ul>	<ul style="list-style-type: none"> <li>• A clear vision of teaching and learning in the 21<sup>st</sup> Century</li> </ul>	a, i, l, r, s
<b>Interests</b>	<ul style="list-style-type: none"> <li>• A willingness to provide enrichment activities for the students</li> </ul>		i, s
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• To actively promote the Catholic ethos of the school through liturgy</li> <li>• Ability to motivate students</li> <li>• Able to relate to both adults and children</li> <li>• Energy and enthusiasm</li> <li>• Approachable</li> <li>• Solution focussed</li> <li>• Ability to work as part of a team and support the Subject Leader and Head of Progress</li> <li>• Willingness to take the initiative</li> <li>• Ready to help all students in their Form Class to achieve the best possible standard</li> <li>• Willingness and flexibility to engage in new strategies</li> <li>• Willingness to participate in personal development</li> </ul>	<ul style="list-style-type: none"> <li>• Interested in working with colleagues from other curriculum areas within school</li> <li>• Evidence of learning beyond the workplace</li> <li>• Evidence of involvement in departmental/ wider school teaching and learning strategies</li> </ul>	i, r

Key to assessment methods; (a) Application Form (i) Interview (l) Lesson Observation (r) References (s) Supporting Statement