

JOB DESCRIPTION

JOB TITLE – Assistant Director of Learning and Standards – English	
JOB GRADE	MPS / UPS + TLR
REPORTING TO	Director of Standards and Learning - English
JOB PURPOSE	
<ul style="list-style-type: none"> • To embody the values, vision and ethos of the RSA Central Academies Trust and assist the Director of Standards and Learning and Principal in delivering policy which will ensure high quality and successful outcomes • To support the monitoring, evaluation and continuous review of the quality and effectiveness within the Academy • To support the collaborative work with the Trust, the Academy as well as within the local community • To support the Director of Standards and Learning to ensure high quality teaching and excellent learning outcomes within the English curriculum area and create a climate where students achieve their potential • To support the Director of Standards and Learning to ensure all students within English achieve their full potential and targets • To inspire staff and students who study in this Curriculum Area with a love for this subject, leading them to explore it and value it for their whole life 	
MAIN DUTIES	
<ul style="list-style-type: none"> • To develop and implement policies and practices which reflect the academy's commitment to high achievement through effective teaching and learning • To assist the Director of Standards and Learning to lead and implement an effective and appropriate curriculum for our students at all key stages that will enable them to achieve their best and meet national requirements • To have an enthusiasm for the subject which motivates and supports other subject staff and encourages a shared understanding of the contribution the subject can make to all aspects of students' lives • To display a developing and professional knowledge base together with the ability to identify the key implications for subject development • To use relevant academy, local and national data to inform targets for development and further improvement for individuals and groups of students • To establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular analysis of this data • To involve all departmental colleagues in the creation and execution of the yearly faculty SEF and Improvement Plan. This will identify clear targets, times-scales and success criteria and contribute to the whole academy SEF and Academy Improvement Plan 	
TEACHING AND LEARNING DUTIES	
<ul style="list-style-type: none"> • To produce differentiated lesson plans to support the delivery of stimulating and existing lessons that will motivate and enthuse students • To use a variety of teaching and learning strategies to ensure that all learning styles (visual, auditory, kinaesthetic) are catered for • To provide students with regular assessment opportunities, use assessment for learning and provide them with quality feedback • To provide pastoral care, appropriate to the needs of each student and to maintain high standards in accordance with overall Academy policies • To encourage students to develop positive attitudes to each other, members of staff, their families, the Academy and their environment • To monitor the academic and social development of students and maintain an efficient record system 	

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- To participate in appropriate meetings with colleagues and parents
- To participate in Performance Management arrangements
- To show care and concern for all students, members of staff and the Academy environment
- To contribute to the wider aspects of Academy life, including liaison with parents and external agencies and to provide support for Academy policy within the community
- To review annually the preceding year's work and agree targets, aims and objectives
- Maintain awareness and knowledge of contemporary trends, developments, theory and methods in the transformation of teaching and provide suitable leadership and interpretation to Governors, Leaders, Managers and staff within the Academy
- To carry out any other reasonable duties as directed by the Principal or Director of School

ASSISTANT DIRECTOR OF STANDARDS AND LEARNING DUTIES

- To assist the Director of Standards and Learning to plan and monitor Schemes of Learning for English
- To work with the Director of Standards and Learning to establish a subject development plan, target setting and review, ensuring that all students have appropriate and aspirational target grades for English
- To ensure that all students meet or exceed their target grades
- To help the Director of Standards and Learning to lead and support all English teachers, assisting in their professional development and supervising beginner teachers and NQTs
- To work with the Director of Standards and Learning to monitor, evaluate and review the performance of staff teaching English, addressing underperformance and other areas of concern in a timely and appropriate manner
- To work with the Director of Standards and Learning to ensure that English staff teach engaging and effective lessons that motivate, inspire and improve student attainment
- To develop expertise within the team in supporting SEN students
- To work with the Director of Standards and Learning to establish monitoring and evaluation of student progress with regular, measurable and significant assessments for students
- To review feedback on academic attainment and attendance of students with the Director of Standards and Learning and ensure effective interventions are put in place and impact monitored
- To develop, lead and monitor an improvement plan with evidence of all areas to be addressed
- To maintain and moderate accurate student data that can be used to make teaching and learning more effective and narrow/eliminate gaps for discrete groups
- To develop strong partnerships and ensure regular and productive communication with organisations, parents and other schools
- To manage departmental budget and resources effectively and efficiently

QUALIFICATIONS AND KEY SKILLS

- Qualified Teacher Status
- Experience Teacher of English
- Proven track record of enabling high achievement