**JOB DESCRIPTION**

**Post:** Director of English

**Responsible To:** Executive Director Schools and Early Years

**Summary of Post:**

To lead on the professional development of all staff across the EKC group in the teaching, learning and assessment of English

To support College Principals in raising standards in the quality of teaching of English and impact positively on the outcomes of young people across the group

# Specific Duties:

1. To support heads of department and other staff across the EKC Group in planning the English curriculum to meet the needs of the students and the examining/validating body.
2. To ensure staff delivering English to students have the skills and knowledge required to support students in making good progress.
3. To support heads of department and other staff in preparing schemes of work and lesson plans, in line with College guidelines, and preparing teaching materials in all formats to facilitate student learning.
4. To support a consistent and effective approach within the programmes of study, on the frequency and use of assessment of student work, deadlines for completion and assessment criteria.
5. To evaluate the effectiveness and implementation of the College’s Value Added Schemes within English to ensure staff have a solid understanding of student progress and implement the curriculum effectively to ensure good progress
6. To support staff in providing a stimulating learning environment by making full use of the resources available.
7. To ensure that English is fully integrated into all teaching and learning activities across the EKC Group.
8. To identify training needs within the staff and to design and deliver appropriate CPD to support improvement in the quality of teaching, learning and assessment in English.
9. Ensure that opportunities to evidence English are sign posted for/with the students.
10. To participate in the staff support and development scheme, through self-assessment and evaluation, and to contribute to the development planning process to facilitate continuous improvement in English across the group.

# General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

**Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

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|  | **PERSON SPECIFICATION** | **Application** | **Interview** | **Shortlisting Weighting** |
| Skills |
| 1. | Effective written and oral communication | ✓ | ✓ | 6 |
| 2. | Effective organisational skills and ability to work to deadline | ✓ | ✓ | 6 |
| 3. | Confidence with the use of IT | ✓ | ✓ | 4 |
| 4. | Ability to analyse and interpret performance data and effectively plan from evaluation  | ✓ |  | 6 |
| 5. | Excellent subject knowledge in KS3 and KS4 English  | ✓ |  | 6 |
| 6. | A deep and accurate understanding of how to develop young peoples’ English skills, abilities and confidence from a range of starting points | ✓ | ✓ | 6 |
| 7. | Ability to motivate, enthuse and develop others  | ✓ | ✓ | 6 |
| 8. | Actively contribute to the College’s Safeguarding and PREVENT practice, procedures, culture and ethos | ✓ | ✓ | 6 |
| Experience |
| 1. | Proven track record as an outstanding practitioner  | ✓ | ✓ | 6 |
| 2. | Working knowledge of the requirements of Examining Boards | ✓ |  | 4 |
| 3. | Proven track record of developing others to improve the quality of teaching, learning and assessment in English  | ✓ | ✓ | 4 |
| 4. | Experience of planning and delivering training to staff and measuring impact of own work  | ✓ | ✓ | 4 |
| 5. | Experience of planning for students with a wide range of different starting points and a proven track record of students making at least good progress  | ✓ | ✓ | 4 |
| Education |
| 1. | English A’ Level | ✓ |  | 4 |
| 2. | QTS | ✓ |  | 4 |

**Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

**6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.

**4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.

**2** Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

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