



## Job Description

### Assistant Headteacher – English and Whole School Literacy

Leadership Range: 11-15

**Responsible to:** Deputy Headteacher

This post is an opportunity to play a crucial role in ensuring that Bishop Stopford's School becomes an outstanding school. The Assistant Headteacher will be responsible to the Deputy Headteacher and will work alongside SLT in defining, articulating and implementing the shared vision and values of the school through effective communication and engagement with all stakeholders. It is expected that the Assistant Headteacher will demonstrate outstanding leadership skills working under the direction of the Deputy Headteacher on the implementation of the strategic aims of the school. They will work with individuals and groups to ensure the provision of a high quality education for all our students.

#### **General Leadership Duties**

As Assistant Headteacher for English and whole school Literacy you will:

- work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management within the school
- lead by example and be committed to high expectations
- assist in the day-to-day running of the school
- maintain a high profile around school
- lead on delegated areas of responsibility
- uphold and embed a culture that enables students and staff to excel
- help to improve the outcomes and progress of all students, including those who are disadvantaged
- support with the effective deployment of resources to secure excellent outcomes for all students
- have a deep and accurate understanding of the school's effectiveness and strategies for improvement
- support teacher development and improvement to ensure highly effective teaching and learning across the school
- help to create a climate in which teachers are motivated and are encouraged to develop their practice
- support the spiritual, moral, social and cultural development of students ensuring that the promotion of British values is at the heart of the school's work
- promote inclusion, equality of opportunity and diversity
- contribute to the safeguarding of students, promote student welfare and work with the Senior Leadership Team to ensure that students feel safe and staff are trained to identify safeguarding needs
- work effectively with all stakeholders and external providers to secure the best outcomes for all
- contribute and taken an active part in SLT meetings and other key meetings as appropriate
- participate in and support in the organisation and management of whole school events
- deputise for the Deputy Headteacher when required and in their absence
- to contribute to wider whole school policy making as appropriate

## **Assistant Headteacher for English and Whole School Literacy**

As Assistant Headteacher for Mathematics and whole school Literacy you will:

- provide strong leadership to the English Department to ensure that teaching and learning is consistently good or better
- ensure that all young people make at least expected progress and that ambitious targets for student performance are met in all Key Stages
- continue to develop an innovative and progressive curriculum in English lessons which is supported by a vibrant programme of extracurricular and enrichment activities
- performance manage robustly all leaders, teachers and support staff in the English Department so that ambitious targets are met and there is a clear link between pay and progression
- make sure that teaching and learning meets the needs of all students
- maintain an up to date knowledge of new initiatives and incorporate elements into the English strategy as appropriate.
- ensure that all statutory requirements of the National Curriculum within English are met including the promotion of SMSC and core British Values.
- review, evaluate and improve the design and delivery of the English curriculum on an ongoing basis.
- incorporate assessment into all aspects of curriculum planning
- ensure that assessments are rigorous and standardised and that assessment information and data are used effectively to target teaching, intervention and departmental strategy
- raise the profile of Literacy across the School
- take a lead role in the development of teaching and learning practice with regards to the development of Literacy across the school
- improve, develop and embed cross-curricular links for Literacy
- develop a whole school Literacy Policy in order to ensure the consistency of delivery and high expectations of skill amongst students
- regularly monitor, evaluate and review the delivery of Literacy across the Curriculum and maintain a development plan for implementation.

### **Key Responsibilities**

- lead the successful delivery of English across the School
- inspire and enthuse members of the team, with a clear vision for the future direction of the English Department
- develop an innovative and progressive curriculum in English.
- undertake regular audits and quality assurance checks within English to ensure that the highest standards are being achieved in all aspects of the department's work
- monitor standards of teaching and learning within the department and implement strategies for sustained improvement
- oversee and support the professional development of all staff within the department through training and sharing of good practice opportunities
- safeguard young people by ensuring that all aspects of Health and Safety are adhered to in lessons and preparation areas
- lead the development of differentiated schemes of work at KS3, KS4 and at Post-16 so that every young person makes progress in their learning
- keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate
- lead the department's strategic planning and self-evaluation processes.
- provide regular reports on student performance based on internal assessment data as well as externally verified examination results and to plan effective interventions as appropriate

- promote and lead on the delivery of all extra-curricular activities
- act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership
- co-ordinate the resources of the Department, giving support and guidance to relevant staff
- complete all administrative tasks in a timely and accurate manner
- ensure that appropriate arrangements are made for examination entries and statutory requirements
- assume any other reasonable duties as needed and as directed by the Deputy Headteacher

### **Financial Management**

- be responsible for the completion of the English Development Plan so that the Department is appropriately and effectively resourced
- oversee the department's budget
- ensure that the use of financial resources has a clear impact on improving student outcomes.

### **People Management**

- adopt a strong, caring and flexible leadership style as to influence and motivate staff and students to achieve their objectives and those of the School
- create an environment of open-mindedness, fairness and harmony so that all individuals can achieve their potential
- work proactively with the Senior Leadership Team to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes
- advise the Senior Leadership Team about the recruitment and retention of high-calibre staff.
- implement the School performance management processes so as to provide a positive framework for staff development and achievement
- in conjunction with all staff, organise activities/processes that encourage team development (including parents/carers and community partners)
- ensure that all staff receive departmental and whole school induction and training and fully understand all relevant policies and their implementation
- make sure that effective, caring policies concerning a broad range of student and staff welfare matters are implemented
- provide support to staff to enable them to effectively implement the policies of the School and English Department
- monitor and evaluate attendance and absence management policies for English staff and students
- create an environment where there is visible acknowledgement that everyone's contribution is valued
- support staff and students to ensure the successful acquisition of core Literacy skills

### **General Administration**

- provide appropriate, accurate and timely management information to enable continuous evaluation of performance
- check that information required by various external bodies is produced within the given time scale and is of excellent quality
- design and implement departmental policies that complement School procedures.
- meet aspirational targets at GCSE in relation to student performance at grades 9-7, 9-5 and 9-1

- monitor the progress of other staff in the department and put systems in place to ensure performance grades within the department are of a high standard

**General Duties**

- carry out duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.
- uphold and promote the ethos and Christian values of the school
- uphold and follow the policies of the school
- establish positive working relationships with all stakeholders
- be a representative of the school
- ensure the well-being and safety of students at all times
- work in collaboration with others
- maintain professionalism at all times.

The postholder must be flexible to ensure that the operational and strategic needs of the school are met.

Responsibilities will be rotated periodically to provide professional development and to enable preparation for promotion. This job description will be reviewed annually.

**EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Enfield. All employees are expected to understand and promote equality and diversity in the course of their work.

**SAFEGUARDING CHILDREN**

Bishop Stopford’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

**I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.**

**Name:**

**Signature:**

**Date:**