



## JOB DESCRIPTION

**POST:** English Subject Advisor

**SALARY:** Leadership Scale

### Relationships

All duties and responsibilities should be carried out in accordance with the School Standards and Framework Act and United Learning's policies and procedures. These standards set the expectations for good teaching practice alongside high standards of personal effectiveness. The Teacher Standards, along with this job description underpin the performance management of all teaching staff within the Academies.

### Purpose

- To influence English strategy and pedagogy beyond a single school setting by working alongside other schools on the effective delivery of the English curriculum
  - To monitor and support the overall progress and achievement of students in English at Wey Valley Academy
  - To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential in English
  - To support and lead when necessary, English strategies across multiple school settings
  - To lead on supporting the work of departments in seeking to continuously improve the quality of classroom English teaching
  - To contribute to raising standards of achievement and maximising student attainment in English at Wey Valley Academy
- To be committed to the safeguarding of children across the Multi Academy Trust

### Main duties & responsibilities

- To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of students
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in English departments across a number of Academies
- To link with other United Learning English Advisors on a regular basis in order to share best practice and use this best practice to influence performance at Wey Valley Academy
- To role model and uphold the values and expectations associated with leaders across the Academy Trust
- To contribute to the English Advisor Teams process of self-review, evaluation and improvement planning activities for the benefit of English achievement across the South Coast
- Use Wey Valley Academy as the home school and teach high quality English lessons within this school context

### **Staff Development**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development both at Wey Valley Academy and within the subject advisor network in United Learning
- To continue personal development in the relevant areas including system leadership, influencing from afar, coaching, mentoring and leading in the effective implementation of English pedagogy
- To engage actively in the appraisal review process both at Wey Valley Academy and within the United Learning subject network English team
- To ensure the effective/efficient deployment of advisor time in collaboration with Wey Valley Academy, Authentic Education and United Learning
- To work as a member of a designated team and to contribute positively to effective working relations within the schools across the trust

### **Quality Assurance**

- To adhere to and to help to implement school and group wide quality procedures
- To contribute to the process of monitoring and evaluation of departments in line with Trust procedures, including evaluation against quality standards and performance criteria
- To implement modifications and improvement where required to the teaching and learning demonstrated within different English departments
- To take part, as may be required, in the review, development and management of activities relating to the English curriculum, organisation and structures

### **Management Information**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the work completed as a English Advisor
- To support the work of Leadership Teams at all schools being supported
- To ensure the English Advisor is an integral part of the schools and Trusts Teaching and Learning English Advisor Team

### **Teaching**

- To teach students English according to their educational needs
- To use and share teaching strategies which will engage, and challenge students appropriate to their needs and the demands of the English syllabus
- To undertake a designated programme of teaching at Wey Valley Academy
- To ensure a high-quality learning experience for students which meets internal and external quality standards
- To maintain good order, discipline and respect for others; to promote understanding of the school and Trusts rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work; to safeguard health and safety and to develop relationships with and between students conducive to optimum learning
- To undertake assessment of students as requested by external examination bodies, department and school/ United Learning procedures

### **Curriculum Provision:**

To assist Heads of Department in order to ensure that the English curriculum provides a range of teaching and learning which complements the Academies strategic objectives and student achievement

### Other Specific Duties:

- To play a full part in the life of the Academies and Multi Academy Trust, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To promote actively the Academies Policies & Procedures
- To continue personal development as agreed
- To actively engage in the Academies and United Learnings self-review and evaluation processes
- To comply with the Academies Health and Safety policy and undertake risk assessments as appropriate
- To attend meetings as determined and directed by the Principal and National English Advisor
- To undertake any other duty as specified by the Principal / National English Advisor
- To comply with the Academies procedures concerning safeguarding and to ensure that training is accessed

### Additional information

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students

Signed: ..... Date: .....

Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

**We are committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**