

## Job Description: Learning Director of Dept - English

### The Role

Work as the LDD to

- To take a lead role in school community by working as the LDD in continuing to develop and implement a rigorous and ambitious curriculum which enables the highest level of pupil progress and attainment across all key stages.
- To help develop the subject knowledge and professional practice of your team to ensure consistently high standards of teaching.
- To model what it takes to be an outstanding teacher and subject leader and thereby act as an example to all colleagues.
- To maintain high standards of student attainment and achievement within English and to monitor and support student progress at Key Stages 3, 4 and 5.
- To teach English across the age and ability range, including Key Stage 5.
- To effectively lead, manage and deploy English postholders and teachers, financial and physical resources within the department.
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### Key Responsibilities

Work as the LDD to:

- Lead and manage a professional community of subject teachers to ensure the highest possible standards of student attainment and progress.
- Maintain the systems and structures at a department level that lead to excellent teaching across the whole team.
- Monitoring and accountability for the progress, attainment and love of subject for students in the department.
- Deliver high quality training on teaching and learning to other staff, focusing on your areas of particular expertise.
- To uphold procedures for inducting and mentoring ECTs, Teach Firsts, School Directs etc. into the department.
- To act as a coach or mentor for other teachers as required.
- Modelling for all staff exemplary practice in terms of managing difficult and challenging behaviour from students, and establishing a culture of high expectations within your department.
- To ensure all learners develop literacy, numeracy and communication skills

### Leadership of Department

Work as the LDD to:

- Maintain an engaging and challenging curriculum that enables all students to enjoy and achieve at the highest level, supported by detailed schemes of work.
- Establish a clear departmental improvement plan and monitor and evaluate its delivery and effectiveness.
- Teach and model the delivery of engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Ensure a culture of high quality collaborative planning and reflection.
- Monitor the effectiveness of teaching and learning and planning processes within your department. Support the professional development of teachers and their training where appropriate.

- Manage the development of staff within department resources effectively and efficiently.
- To be fully competent and excel at the full range the professional teaching standards. Curriculum and assessment
- Ensure extension activities and creative ways of supporting most able students are available as part of enrichment e.g. debating, creative writing.
- Support the detailed learning needs of pupils not reaching national standards.
- Promote students' confidence and independence so that they can tackle challenging activities and can display high levels of resilience

### Curriculum and Assessment

Work as the LDD to:

- Review and develop the curriculum on an ongoing basis, taking into account the findings from monitoring and self-evaluation, and ensure all staff have short and medium term plans to deliver highly effective lessons.
- Set regular, measurable and significant assessments for students.
- Ensure internal and external moderation of assessment outcomes for reliability and consistency.
- Ensure all pupil data is understood and interpreted by staff and students and used to modify lesson planning.
- Monitor the progress of all students and sub-groups of students with staff and plan appropriate support / interventions to remedy slow progress.
- Produce, in line with the school self-evaluation cycle, Department Improvement Plans and Data Analyses to the highest possible standard, and ensure all members of your department engage with these.
- Be or be on the way to becoming an expert in the examination requirements of the GCSE and A-Level exams in your subject.
- Liaise with all appropriate SEN and Pastoral personnel regarding support for student progress.

### Other

- Help create a strong school community, characterised by consistent, orderly behaviour and nurturing, respectful relationships
- Help develop a school culture and ethos that is utterly committed to achievement through high expectations for all and deliberate practice.
- Vision aligned with Kingsmead's high aspirations and high expectations of self and other.
- To undertake training and development relevant to the post and in line with the school's priorities.
- To maintain a presence around the school to ensure that the highest standards of culture are upheld.
- To undertake other related duties which may be required from time to time within a reasonable workload.
- To facilitate a broad range of extra-curricular activities for our students

## Person Specification: Learning Director of Dept

### Qualification Criteria

- Qualified to at least degree level
- QTS (or equivalent) and a relevant undergraduate degree
- Permitted to work in the UK
- Evidence of relevant and substantial CPD

### Experience

- Having significantly contributed to the work of an English department which has resulted in demonstrable success.
- Having worked in a team that developed and implemented of a curriculum initiative that had a sustained and demonstrable impact on pupil progress.
- Delivering training and undertaking professional development of other teachers, in particular with regard to outstanding teaching, assessment, marking and feedback, questioning, lesson planning and curriculum creation and other elements of outstanding subject leadership.
- Effective engagement with external partners (e.g. subject associations, exam boards).
- Understanding of how to use QA systems to evaluate the standards within your department and to modify plans accordingly.
- Understanding of how to lead intervention programmes at a department/year group/whole school level that have had a proven and sustained impact on attitude and attainment.
- Understanding of tracking and monitoring identified groups and designing intervention programme which have shown a positive impact on behaviour and progress.
- Teacher development (all teachers with leadership responsibility are expected to be able to model great teaching and to develop others) - experience of:
- Understanding what outstanding teaching practice looks like, how to diagnose weaknesses in teaching and deliver coaching and mentoring to improve it.
- Conducting lesson observations as a tool for improvement.
- Designing and delivering outstanding staff training.

### Demonstrable Skills

- An effective leadership style that inspires confidence and collegiality in those they lead, which motivates and encourages others to participate and go the extra mile.
- Versatility and flexibility in terms of one's own leadership style.
- To be aware of different management styles and in which circumstances it is appropriate to adopt an alternative approach.
- Strong interpersonal, written and oral communication skills.
- Strong organisational skills:
  - the ability to delegate
  - the use of effective time management
  - the ability to prioritise
- Resilience and motivation to lead the academy through day-to-day challenges whilst maintaining a clear strategic vision, staying positive, and focusing on key priorities.
- Genuine passion and belief in the potential of every student.
- Strategic thinking and the potential to adopt an entrepreneurial approach to the role.
- An educational vision aligned with the academy's high aspirations and high expectations of themselves and others.

- A clear understanding of the strategies required to establish consistently high standards of results and behaviour in a complex inner city school and commitment to relentlessly instilling these strategies.
- An ambassadorial approach in all dealings with the community and subsequently to be positive and successfully market the academy in the community.
- Confident and effective presentational skills during public speaking.
- Skilful management and maintenance of working relationships with parents and other stakeholders.
- Understanding of how to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance.
- Are able lead staff with purpose, direction, care and kindness

This post is subject to an Enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children. No job description can be fully comprehensive.