

## Job Description

<b>Post Title</b>	Assistant Headteacher – English , Oracy and Literacy
<b>Responsible To</b>	Headteacher(s)
<b>Remuneration</b>	Leadership Spine: Scale L11-16
<b>Responsible for</b>	This post is responsible for the development of English, Oracy and Literacy To support the Raising Standards agenda at TWA.
<b>Effective Date</b>	September 2021
<b>Place of Work</b>	The Whitehaven Academy
<b>Contact Time</b>	14 periods out of a 25 period week.
<b>Note</b>	The duties required of all teachers under Pay and Conditions of Service legislation are a necessary part of this job description. This is not necessarily a comprehensive definition of the post and may be subject to modification or amendment after consultation with the post holder.

### LEADERSHIP TEAM RESPONSIBILITIES

The Leadership Team plans and shares the implementation of school policy and the day to day organisation of the school. It also debates and decides on longer term aims and objectives for the school, as part of the ongoing drive to improve standards of education for the students of the school.

The role of the Leadership Team is to promote the **vision, ethos and aims of The Whitehaven Academy as part of Cumbria Education Trust**. You will:-

- Provide outstanding leadership to secure improvement in achievement and attainment for all students.
- Raise aspirations and standards of learning and teaching.
- Provide high quality provision of all services.
- Provide effective strategic direction, leadership and management within all areas of responsibility.
- Effectively deploy resources within your area of responsibility.
- Provide a safe, healthy, welcoming and vibrant environment for all members of the school community.
- Take the lead during external inspections/visits (i.e. OFSTED) on areas of strategic responsibility.

You will directly assist the Leadership Team with:-

- Determining, planning and implementing the direction of whole school issues within school frameworks.
- Meeting student and staff needs on a day-to-day basis.
- Supervising the control of student behaviour (compliance and behaviour for learning) around school at all times.
- Being a high profile presence around school; you will be an outstanding role model to all.
- Being part of all monitoring and quality assurance activities across the schools.

- Recruitment, selection and appointment procedures, which will be undertaken in accordance with the whole school recruitment policy.

Generic expectations of all members of the Leadership Team:-

- Act with professional integrity at all times.
- Notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to your work.
- Identify and improve those areas relevant to your role which need to improve.
- Maintain the school's policies and procedures relevant to your area and update whenever required.
- Be present where required at meetings, performances, other functions and events.
- Ensure that they maintain the quality of their teaching; routinely judged to be good or outstanding.
- To actively support in the creation and development of an organisation in which all staff recognise that they are accountable for the success of the schools.

Undertake a proactive part in:-

- Those activities that are part of the self-evaluation of the school.
- Checking of uniform.
- Being a high profile presence around school.
- Appraisal, performance and line management systems.
- Student and parent voice activities.
- Set an example in undertaking a regular commitment to duties and the assembly rota.
- Work as part of a team, submitting draft proposals and documents for further development by the Leadership Team, and accepting and supporting final Leadership Team decisions.

With regard to attendance at meetings:-

- The ethos of the Trust is that meetings will be kept at a minimum during the school day to enable the team to be around school focusing on teaching, learning and development.
- All members are expected to be punctual to and attend scheduled meetings unless prior agreement for absence has been given by the Headteacher.
- All members are encouraged to express their views, but are expected to work to the majority decision or the final decision of the Headteacher.
- A consistent message should be given to staff and students at all times.
- As requested to do so by the Headteacher, prepare and present reports on progress/issues related to areas of accountability and responsibility.
- Traverse the conflicting expectations of transparency and confidentiality.
- Attend any meetings requested during the year.
- At all times work as one team with the staff.
- Undertake specific tasks reasonably delegated by the Headteacher.

### Key Specific Elements of the role:

The Director of English will provide strategic and operational leadership of the English subject area in order to:-

- Raise standards of progress and attainment in English so that students make at least expected levels of progress and increase the numbers making more than expected progress.
- Provide strong leadership that results in the English subject team which provides first class teaching and learning opportunities for students and staff.
- Instigate and develop an innovative approach to English that will stimulate all students to achieve their potential, including the most able and the most disadvantaged students.
- To provide specialist subject expertise as part of the Senior Leadership Team and departmental staff in order to secure rapid improvement in English outcomes.

In addition, the candidate should:-

- Have an ambitious vision for Oracy and Literacy that is effectively communicated across the school
- Build a culture of Oracy across the school
- Ensure there is a sustained and wide ranging curriculum for Oracy and Literacy.
- Recognise Oracy and Literacy as central to learning
- Engage actively in the Voice 21 Oracy programme in the implementation of the Oracy Strategy
- Lead the team of Oracy Champions in partnership with Voice 21 the effective
- Ensure the effective development of Oracy and Literacy based projects and learning.
- To lead on training and development of Oracy based projects
- Be accountable for the impact of Oracy programmes.
- Provide strategic leadership for literacy across all faculties, including leading whole-school CPD;
- Explore opportunities for development through keeping up to date with the latest research on provision within English and literacy;
- Provide an expert voice on SLT to ensure that literacy developments across the school are at the cutting edge of practice.
- To support the Raising Standards agenda at The Whitehaven Academy, working closely with SLT
- Discusses and facilitates necessary action by subject leaders, supporting as appropriate. .
- To contribute to the work of the Teaching and Learning Team within the school including contributing to completing the Quality of Teaching section of the SEF and the subsequent production of the Teaching and Learning section of the SIP under the guidance of the Headteacher.
- To report to the Leadership Team and the Local Advisory Board on the development of English, Oracy and Literacy across the curriculum where necessary.
- Ensure that all staff have a shared vision for what outstanding teaching looks like.
- To contribute to the development and embedding of the Teaching & Learning Policy.
- To develop Teaching and Learning by creating a positive, vibrant and forward thinking culture.
- Ensure that all staff create a positive atmosphere within classrooms that fosters and promotes positive behaviour for learning manifesting itself in active engagement.

## PERSON SPECIFICATION

**Post Title:** Assistant Headteacher – English, Oracy and Literacy  
**Location:** The Whitehaven Academy

### Qualifications

- Qualified Teacher Status with a Specialism in English
- Degree, or equivalent
- Evidence of professional development across career to date.

### Skills

- An in-depth understanding of school leadership and school improvement needed to achieve outstanding student progress and personal development.
- Understands aims and vision of the school and is able to inspire, challenge and motivate others to carry the vision of excellence forward.
- Understands how a strategic school development plan can increase teacher effectiveness and secure school improvement.
- Able to lead by example in promoting the school's vision and values to students, staff, LAB members and parents.
- Promotes positive behaviour management and develops a student focused, inclusive and effective learning environment.
- Can motivate and enable all staff to carry out their respective roles to the highest standard through performance management and continuing professional development.
- Has the drive and ability to provide clear direction and motivate others to attain high goals.
- Has sound knowledge and understanding of the wider educational agenda.
- Understands the value of systematic and rigorous self-evaluation, and combines the outcomes of this with external evaluations to develop the school.
- Understands the need for effective relationships with parents, carers, partners and the community which enhance and supports student learning.
- Can understand how Trust status can support improvement strategies for the school via partner collaboration.
- Is committed to secure the school's place in the community and build positive relationships, seeking and acting on feedback from community stakeholders.
- Recognises the importance of maximising learning term and sustaining a positive learning culture.
- Has a clear understanding of PiXL principles and a strong moral purpose.
- Is innovative and identifies and solves challenges with empirical creativity.

### Experience

- Proven track record of contributing to the raising of educational standards.
- Has successful experience of curriculum development along with an understanding of the personalised learning agenda.
- Has a sound understanding of how students learn, how teachers can best teach and how to raise standards through careful monitoring and target setting.

- Able to access, analyse and interpret information and data to support school improvement and the raising of standards in learning and teaching.
- Proven track record in leading and managing staff including building a successful team and delegating effectively.
- Able to acknowledge success and challenge under performance.
- Proven track record of providing direction, inspiration and strong leadership to staff.

### **Personal attributes**

In addition to specific skills and experience, we are looking for an individual whose personal attributes embody the positive, inclusive ethos of the Trust.

These attributes will include:-

- Shows commitment to own and others professional and self-development.
- Commitment to putting the safety and well-being of the student at the heart of every decision.
- Has high expectations and personal integrity with the ability to promote the values of the school.
- Has excellent interpersonal and communication skills across the spectrum of stakeholders.
- Self-motivated with excellent organisational skills and the ability to prioritise workload effectively.
- A commitment to collaborative working, both within the School and across the Trust.
- Has an absolute commitment about the successful work of their teams.
- Has robust discipline about seeing things through.
- Openness, sense of humour, energy and enthusiasm.