



# Ark Charter Academy

## Job Description: Deputy Director of English

**Reporting to:** Director of English

**Location:** Southsea, Portsmouth

**Contract:** Permanent

**Working Pattern:** Full Time

**Salary:** Main/Upper Pay Scale + TLR 2C (£7,847) + potential relocation allowance up to £3000

### The Role

As Deputy Director of English, you will assist the Director of English in the effective delivery of an outstanding curriculum, which enables the highest level of student progress and attainment in English. You will support the Director of English to lead the professional community of teachers in English, and to promote outstanding teaching and learning and a strong school culture within a nurturing and rigorous environment.

### Key Responsibilities

#### Leadership and Management

- Share responsibility for leading and developing the department, the induction of new staff particularly NQT and PGCE students, etc., as agreed with the Director of Department
- Assist the Director of Department in cross-school English co-ordination and in raising the profile of the department across the school, including managing the enrichment provision
- Direct and supervise support staff assigned to lessons
- Help to maintain and establish discipline across the school adhering to the school's policy
- Assume responsibilities of the Director of Department in their absence
- Within the context of the school's curriculum and schemes of work, plan, resource and prepare effective teaching schemes and sequences of lessons to the highest standard, under the direction of the Director of Department
- Enrich the curriculum with trips and visits to enhance the learning experience of all students
- Take overall responsibility for the progress of KS3

### Teaching & Learning

- Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets
- Plan and teach well-structured, differentiated lessons that are aligned to the agreed curriculum and cultivate every student's intellectual curiosity
- Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to promote progress and outcomes





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- Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning
- Work collaboratively with both school and network colleagues as a committed team member, building successful, high performing teams
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community

## Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

## Ark Charter Academy

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THE CHURCH  
OF ENGLAND

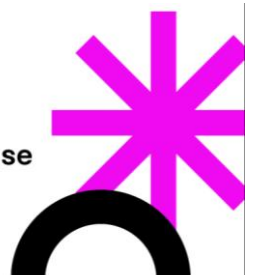


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2023 - 2024



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## Person Specification: Deputy Director of English

### Qualification Criteria

- Qualified to teach in the UK
- Degree in English or related subject

### Knowledge, Skills and Experience

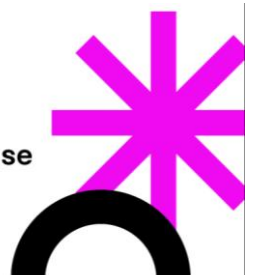
- Proven record of contributing to excellent student progress and outcomes
- Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
- Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work and of leading successful enrichment programmes
- Experience or knowledge of improving the quality of teaching and learning through the development of progression plans, schemes of work and high quality resources
- Experience of interpreting complex student data to drive lesson planning and student progress
- Excellent understanding of both English and general teaching pedagogy
- Be an outstanding teacher of English
- Mastery of and enthusiasm for English
- Effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum

### Behaviors

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is English to an enhanced DBS check





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*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined here, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on [this link](#).*

