



## Job Description: Head of English

**Start date:** Ester 2021

**Hours:** Full time

**Salary:** Competitive

**Location:** Ark All Saints Academy, London

Ark All Saints Academy opened in September 2013. It started with an intake of 120 year 7 scholars and has grown each year. We are now in our seventh year and well established in our Camberwell community. At Ark All Saints Academy, we talk about ourselves as a family, where our mission is to save lives through an amazing educational experience. We believe that all scholars are entitled to an outstanding education and it is the responsibility of everyone who works here to ensure that this happens. Our academy is part of the Ark Schools network, and a Church of England school whose only admission criteria is on distance. We welcome scholars of all faiths and none. We expect all members of our staffing body to support and uphold the moral ethos of our academy.

Our vision is for all members of our All Saints family to be confident, responsible, live with integrity and be successful. This will enable our pupils to continue in the next phase of their journey, whether that is to university or in pursuing the career of their choice.

**To grow in CONFIDENCE**

**To live RESPONSIBLY**

**To act with INTEGRITY**

**To be SUCCESSFUL**

### The Role

To develop, lead and manage the exceptionally effective delivery of an outstanding English curriculum to ensure all our pupils make excellent progress.

### Key Responsibilities

- Be held accountable for the progress of all pupils in English learning across the school
- Constantly improve the quality of teaching and learning, where necessary holding teachers to account
- Lead the design and implementation of English curriculum and assessment including controlled assessment and examinations
- Be a role model of outstanding teaching in the department
- Observe, mentor and provide guidance to teachers in the department.

## **Outcomes and Activities**

### **Teaching and Learning**

- Meticulously plan and teach engaging and challenging lessons that pave the way for success in school and life
- Meet the needs of all learners by consistently planning and teaching carefully differentiated lessons
- Set and mark appropriate homework
- Use regular, measurable and significant assessments of their teaching
- Complete all reporting on time
- Closely monitor progress and attainment of their pupils and use it to inform their teaching
- Provide content for and where necessary deliver high quality pupil interventions with direction from SLT member responsible for behaviour.
- Ensure that all pupils achieve or exceed academy targets
- Maintain regular and productive communication with parents about their child's progress, behaviour and development, including attending after school parent meetings as required
- Organize and participate in exciting and motivating trips and events.

### **Leadership of subject**

- Develop innovative schemes of work which are inspiring for learners and teachers alike and feed into standards based assessments
- Produce half termly assessments with marks schemes
- Ensure assessments are moderated internally and externally
- Ensure end of year assessments reflect each pupil's overall level which is both externally valid and provides an accurate baseline for the next academic year
- Analyse progress and attainment data to make data-driven changes to curriculum design, and pupil interventions
- Work in collaboration with colleagues to ensure pupils receive high quality interventions
- Through regular observation and feedback, mentor subject teachers to ensure excellent teaching and learning in all lessons
- Ensure that classroom teachers are utilising best pedagogical practice for their subject
- Conduct half termly evaluations of the quality of teaching and learning of individual classes and as a department, agreeing implementing and holding teachers to account to changes to teaching and learning
- Create and sustain a positive department culture, where team mates feel collectively supported and developed.

### **Other**

- Undertake professional development as agreed with school leaders
- Perform additional duties and tasks required for the effective operation of the school
- Undertake other various responsibilities as directed by the Principal.

## **Person Specification: Head of English**

### **Qualification criteria**

- Qualified to degree level and above
- Qualified to teach in the UK
- Right to work in the UK

### **Experience**

- Experience of raising attainment in a challenging school
- Evidence of continually improving the teaching and learning of their subject through schemes coaching or staff
- Evidence of leading and/or teaching up to KS5 English is desirable
- Training and practice in Ruth Miskin's 'Read and Write Inc.' (desirable)

### **Skills and attributes**

- We are looking for these skills and attributes or at the very least, a clear, demonstrable capacity to develop them:
- Leadership
- Effective team worker and leader
- High expectations for accountability and consistency
- Vision aligned with ARK's high aspirations and high expectations of self and others
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils.

### **Teaching and Learning**

- Excellent classroom practitioner
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Has good communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

### **Communication skills**

- The ability to listen and communicate effectively
- Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and groups
- The ability to influence and motivate others

### **Problem solving**

- Identify, analyse and resolve problems and issues
- Develop plans with concrete outcomes and effective solutions
- Evaluate results and identify necessary actions
- Make fact-based decisions.

### **Resilience**

- Sustain energy, optimism and motivation in the face of pressure and setbacks
- Stay calm in difficult situations and maintain clarity of vision

- Be adaptable in the face of adversity.

**Results and learning orientation**

- Commitment to ongoing improvement and learning
- A passion for teaching subject
- Focus on achieving challenging goals and results
- Resourcefulness and flexibility in delivering outcomes.

**Other**

This post is subject to an enhanced Criminal Records Bureau disclosure.