



# Job description: Deputy Head of English

The Gatwick School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## Job details

**Salary:** MPS/UPS + tlr

**Contract type:** Full Time/Permanent

**Reporting to:** Head of English/Faculty

**Responsible for:** To be agree on appointment and changed in line with needs of the department and school. It will be a main area of the English department, for example Key Stage 3 or 4 English or leading on literacy strategy.

## Main purpose

The deputy subject leader will support the subject lead in the leadership and management for English/Literacy to secure:

- High-quality teaching and subject knowledge of staff across the department or key stage lead
- Support in a coherent planning and sequenced curriculum which is aspirational and supportive for all students and ages
- Support in improving the standards of learning and achievement for all students
- Support in adapting and improving KS3 assessments based on KS4 outcome reflections
- Build a bank of effective resources for the department
- Support in improving reading for pleasure
- Build a wider community of readers within the school
- Lead Reading Leaders, Champions and Ambassadors to ensure it is implemented to the highest quality
- Build a positive learning library for the school community to use

## Duties and responsibilities

### Strategic direction

- Set high expectations which inspire, motivate and challenge pupils
- Develop effective teaching and learning strategies
- Promote and monitor the use of school policies within the subject
- Support in school improvement planning, including creating subject action plans and evaluating the effectiveness of the subject

## Subject knowledge and curriculum development

- Use extensive, up-to-date subject knowledge to support with subject lead in English/literacy across the school, and keep up to date with developments in pedagogy and the curriculum
- Oversee the planning of curriculum content in KS3, ensuring it is well sequenced to promote pupil progress
- Liaise with the subject lead to ensure the planned curriculum is effectively and consistently implemented across the school
- Work with teachers and other subject leads to build links between the English curriculum/literacy skills and the wider curriculum
- Promote a high standard of speaking, listening, writing, and reading of English among colleagues
- Demonstrate a clear understanding of systematic synthetic phonics and share this practice with colleagues

## Professional development

- Provide training, practice and coaching so all staff become experts in teaching reading, spelling and writing
- Attend relevant training courses and share new knowledge with colleagues

## Monitoring and assessment

- Quality assure data within the subject to ensure it is accurate, reliable and valid
- Analyse internal and external assessment data to track pupil progress and attainment
- Identify where pupils have learning gaps or are not making the expected progress, and make sure interventions target these
- Monitor the quality of teaching and learning across the subject, including book scrutinies, teacher planning scrutinies, lesson observations and learning walks
- Moderate assessment to make sure teachers are making accurate judgements of pupils' progress

## Leading and managing colleagues

- Establish positive working relationships among colleagues, modelling effective teamworking and support
- Help colleagues develop positive communication with pupils and parents

## Managing resources

- Audit, check and manage English/literacy resources termly, to ensure they are available, up to date, varied and diverse, and match pupil and curriculum needs
- Provide support with classroom displays for the subject area across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Person specification

CRITERIA	QUALITIES
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<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Qualified teacher status</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Teaching experience</li> <li>• Experience in supporting leadership</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of the KS 3 and 4 English curriculum</li> <li>• Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve</li> <li>• Awareness of local and national organisations that can provide support with delivering the subject</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Understanding of how to adapt teaching to meet pupils' needs</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Good IT skills</li> <li>• Effective communication and interpersonal skills, with the ability to communicate a vision and inspire others</li> <li>• Understanding of how to build students' engagement in reading</li> <li>• Ability to adapt and improve curriculums, working with the subject lead to ensure it's aspirational for all.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Ability to uphold and promote the ethos and values of the school</li> <li>• Commitment to safeguarding and equality</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Maintain confidentiality at all times</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:**

**Next review date:**

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_