



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

ASSISTANT PRINCIPAL WITH RESPONSIBILITY FOR ENGLISH

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Devise and implement a development plan for the English departmental staff with clear annual targets using up to date performance data.
2. Develop, demonstrate and disseminate across school a range of strategies for outstanding learning and teaching to raise achievement in English.
3. Sustain and enhance attainment in English by embedding innovative assessment for learning tools.
4. Develop and manage the introduction of new and revised curricula in English.
5. Assist in the development of teaching staff, providing support where necessary.
6. Plan, support and deliver intervention and enrichment programmes outside of school hours to support learning and achievement by all students.
7. Demonstrate commitment to professional development of self and others by undertaking and leading professional learning provision.
8. Liaise with a range of educational partners within school and beyond to support the progress and attainment of students within the English department.
9. Actively engage with parents to ensure students' learning extends to their home life.
10. Assist in the creation and implementation of a strategic plan which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
11. Ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium- and short-term objectives and targets which secure the educational success of the school.
12. Assist with the implementation of all policies and procedures relating to safeguarding.
13. Make decisions based upon analysis, interpretation and understanding of relevant data and information.
14. Perform other duties determined in discussion with the Principal.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Strategic Direction and Development of the School

- 1.1. Provide inspiring and purposeful leadership for the students within a caring and secure Islamic environment.
- 1.2. Work in partnership with the Principal, Senior Leadership Team, Local Governing Body, Star Central, staff, students and parents in generating the ethos and values which underpin the school enriched by mutual care and respect extending into the local community.
- 1.3. Work within the overall aims and objectives of the school.
- 1.4. Promote and deliver the priorities and policies of the school by contributing to School Improvement and Development Planning, by consistently and persistently implementing agreed policies and initiatives and adhering to the school's ethos within and beyond the school.
- 1.5. Liaise as required with a range of educational partners, internal and external, to underpin the raising of student attainment.
- 1.6. Support the school's home and community liaison work through the appropriate participation in events.

2. Leadership

- 2.1. Line manage TLR holders within the English department and hold overall responsibility for the performance of all staff within the department.
- 2.2. Lead the development of the KS3 and KS4 curriculum across the English department.
- 2.3. Uphold Trust Quality Standards across the English department.
- 2.4. Ensure that the English department delivers outstanding levels of achievement and attainment.
- 2.5. Lead, train, coach and develop colleagues.
- 2.6. Assist colleagues in the planning and delivery of the schemes of work and provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject, and of different students.
- 2.7. Guide and support colleagues in the management of students in the classroom in line with the school's Behaviour Policy.
- 2.8. Recognise and utilise the strengths of each member of the department by differentiating and delegating tasks appropriately.
- 2.9. Hold departmental meetings and keep records of matters discussed and decisions taken.
- 2.10. Ensure that work is provided for classes of absent colleagues and that cover is arranged in accordance with the school's agreed procedures.
- 2.11. Liaise with the Principal on present and future departmental staffing matters including recruitment, induction, current responsibilities, professional review, and development.
- 2.12. Support the school's programmes for new staff induction, ECT induction and initial teacher training.
- 2.13. Take a lead role in the professional review of colleagues in the English department.

3. Management of Students

- 3.1 Organise students into teaching groups.

- 3.2 Provide schemes of work that ensure continuity and progression in the subject for all students, including those of high ability and those with learning support needs.
- 3.3 Identify, after consultation with colleagues, able and talented students and those with learning support needs and arrange appropriate action and intervention.
- 3.4 Devise a departmental policy for rewarding achievement in line with the school's Rewards Policy.
- 3.5 Promote personalised learning by encouraging the use of teaching and learning strategies which develop the competence and confidence of every student.
- 3.6 Organise the setting and marking of school examinations and supervise entries for public examinations.
- 3.7 Provide careers advice relevant to the department.
- 3.8 Initiate and foster extra-curricular activities which widen students' appreciation of the subject and contribute to the general life of the school.

4. Management of Resources

- 4.1 Estimate and manage the English departmental budget.
- 4.2 Assess needs and priorities in accommodation, advising the Principal on the optimum use of existing rooms as well as future requirements.
- 4.3 Plan and administer the development and storage of equipment, books and other resources.
- 4.4 Advise on security needs of the English department and keep a record of stock and equipment.
- 4.5 Supervise the departmental area, fabric, facilities and resources.
- 4.6 Assess all areas of departmental responsibility from a Health and Safety viewpoint in liaison with the Business Manager.
- 4.7 Ensure that departmental rooms present stimulating environments which help to influence students' attitudes positively towards the subject.

5. Planning and Development

- 5.1 Plan and co-ordinate the work of the staff in the English department and disseminate information efficiently.
- 5.2 Plan, implement and review syllabuses, teaching schemes, assessment policies and reporting procedures in accordance with school aims, policies and practices.
- 5.3 Set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching.
- 5.4 Keep abreast of current developments in the subject area and adapt curriculum content and methods of teaching and examining as appropriate.
- 5.5 Consider such developments in the context of the school's philosophy for the curriculum as a whole.

6. Monitoring and Evaluation

- 6.1. Analyse and interpret relevant national and school data to inform policies, practices and teaching methods.
- 6.2. Monitor teaching standards in the English department and use this analysis to identify both effective practice and areas for improvement.
- 6.3. Ensure students' work is regularly assessed and that homework is in line with school policy.

- 6.4. Use information gained from assessment, recording and reporting procedures to generate further improvement in student achievement.

7. Communication and Liaison with Other Colleagues

- 7.1. Represent the subject, the department or the school in appropriate meetings.
- 7.2. Ensure the Principal is informed on all issues concerning the department.
- 7.3. Liaise with the business support team in all matters concerning administration, health and safety and external agencies.
- 7.4. Liaise with the pastoral team in respect of student records, rewards and sanctions.
- 7.5. Liaise with the examinations team in issues relating to external examinations.
- 7.6. Maintain effective relationships with middle and senior leaders in the school.
- 7.7. Maintain appropriate links with teaching colleagues in all sections of Star Schools.
- 7.8. Liaise with other schools, post 16 education providers and local employers where appropriate.
- 7.9. Maintain appropriate links with feeder schools.

8. Communication with Parents and the Wider Community

- 8.1. Establish a partnership with parents to involve them in their child's learning.
- 8.2. Provide information for parents about curriculum, attainment and progress.
- 8.3. Ensure that the English department is represented at consultation evenings.
- 8.4. Oversee the departmental input to personal records for students.
- 8.5. Assist the pastoral support teams in preparing extra information for parents, when requested, on the attainment, progress and effort of individual students.
- 8.6. Develop effective links with the wider community, including business and industry, in order to extend the subject and enhance teaching and learning.

9. Personal Development, Behaviour and Attitude

- 9.1. Support with the implementation of a pastoral development strategy.
- 9.2. Maintain an ethos of high-quality pastoral care to support and challenge pupils to achieve all targets.
- 9.3. Support the implementation of strategies to enhance transition arrangements for new pupils.
- 9.4. Support and promote strategies to sustain the highest levels of attendance, punctuality and standards of behaviour, including an effective rewards and sanctions system.
- 9.5. Help to maintain a culture of high-quality child protection and develop strategies to ensure the effective safeguarding of children.
- 9.6. Liaise with external agencies where required.
- 9.7. Participate in the pupil, staff and parent councils as required.
- 9.8. Support with the delivery of an 'Every Child Matters' group to enhance and sustain a bespoke programme of support for learners at-risk in relation to safeguarding, behaviour and attendance.
- 9.9. Support with the delivery of the assemblies and 'registration' programme.

10. Quality of Education

- 10.1 Help to create and maintain an ethos of excellence and endeavour that promotes and secures Star Excellence in teaching and the highest standards of achievement.
- 10.2 Ensure that standards in literacy and numeracy are priority targets for all students, including those with special educational needs.
- 10.3 Support the implementation of strategies to enhance provision for SEND & Disadvantaged students.
- 10.4 Support the development and management of the overall CPD model of the school.
- 10.5 Contribute to Star Institute and National College programmes to support staff progression.

11. Accountability

- 11.1 Make best use of all resources to support the attainment, progress and well-being of all pupils.
- 11.2 Ensure that parents/carers and pupils are well informed about all aspects of provision (within areas of responsibility) and about the contribution they can make in supporting their child's learning.

12. Other Responsibilities

- 12.1 Lead on the promotion, dissemination, implementation and monitoring of whole-school strategies within the Assistant Principal remit.
- 12.2 Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.
- 12.3 Support the work of colleagues within the Senior Leadership Team through the strategic leadership of key processes within school.
- 12.4 Fulfil line management duties for one or more faculties.
- 12.5 Deliver a reduced teaching timetable in English as required to enable the delivery of the curriculum.
- 12.6 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 12.7 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 12.8 Contribute to the wider life of the Trust and the Star community.
- 12.9 Carry out any such duties as may be reasonably required by the Trust.

13. Records Management

- 13.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

STAR ACADEMIES

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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	A degree qualification (2ii or above).	E	✓	
2.	Qualified Teacher Status (in Secondary English).	E	✓	
3.	Evidence of Continuous Professional Development.	E	✓	
4.	Middle or Senior Management qualification.	D	✓	
EXPERIENCE				
5.	Sustained delivery of outstanding achievement in English.	E	✓	✓
6.	Track record of delivering ‘outstanding’ outcomes for pupils in English.	E	✓	✓
7.	Innovation and creativity to engage, enthuse and progress learners.	E	✓	✓
8.	Partnership and team working.	E	✓	✓
9.	Developing and leading the implementation of strategies to achieve departmental and whole school improvement.	E	✓	✓
10.	Leading improvements in Pastoral Care and Safeguarding.	D	✓	✓
11.	Developing and implementing whole-school pastoral and learning support for pupils.	D	✓	✓
12.	Leading improvements in Learning and Teaching.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
13.	Ability to teach to GCSE standard.	E	✓	✓
14.	Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets.	E	✓	✓
15.	Ability to develop and implement strategies to enhance and sustain whole school initiatives.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
16.	Ability to work with a range of external agencies and stakeholders to deliver departmental and whole-school initiatives.	E	✓	✓
17.	Ability to communicate verbally with, and write reports for, a range of stakeholders, including Governors and external agencies.	E	✓	✓
18.	Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes.	E	✓	✓
19.	Ability to work autonomously, prioritise conflicting demands and thrive under pressure.	E	✓	✓
20.	ICT skills to manage and report on performance data to a range of audiences (Ofsted, Governors, parents, staff and pupils).	E	✓	✓
21.	Understanding of contemporary issues relating to safeguarding, pastoral matters and learning support.	D	✓	✓
PERSONAL QUALITIES				
22.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
23.	Commitment to working flexibly outside of school hours to achieve outstanding outcomes for young people.	E	✓	✓
24.	Personal resilience, persistence and perseverance.	E	✓	✓
25.	Highly organised, literate and articulate.	E	✓	✓
26.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
28.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
29.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
30.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
31.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓