



John Mason School

JOB DESCRIPTION: Deputy Director of English and Media

JOB PURPOSE

1. To extend the leadership of the Head teacher
2. To support the Director in leading the teaching and learning of English and Media in accordance with school and Faculty policies
3. To support the Director in developing an effective, consistent and inspiring Faculty
4. To deputise for the Director in English and Media in their absence

OBJECTIVES

To be accountable for:

- Raising standards of student achievement in English and Media
- Fostering students' enjoyment and satisfaction in the study of English and Media
- Staff confidence and competence in teaching their subject

PRINCIPAL RESPONSIBILITY AREAS

A. Teaching and Learning

- A1 Support the Director in monitoring the quality of teaching and learning in the Faculty through regular monitoring and evaluation, including lesson observation, work scrutiny, SEF, QA, and any other appropriate means
- A2 Support the Director in planning, monitoring, reviewing and implementing the delivery of an appropriate, personalised curriculum that meets the needs of all learners, supports the school's values and drives forward whole school development priorities
- A3 Plan, monitor, review and implement schemes of learning at KS3 for English, and KS4 and KS5 for Media, ensuring that lesson planning meets the needs of all learners
- A4 **Develop ICT within the faculty as an effective learning tool**
- A5 Assist the Director in leading on best practice and current pedagogy, to ensure that all teachers engage learners actively, and that teaching addresses cross curricular themes (e.g. literacy, ICT., citizenship)
- A6 Liaise with learning Resource Centre Manager (school library) and ensure success of Accelerated Reader programme
- A7 Assist the Director in the management of behaviour and its impact on learning
- A8 Liaise with Director to ensure effective use of HLTA in English
- A9 Assist the Director in ensuring high standards of learning and behaviour in cover lessons

B. Achievement and Standards

- B1 Support the Director in monitoring and reporting on standards of attainment of students at KS3 in English and KS4 and KS5 in Media, including tracking progress through the use of assessment and regular analysis of data
- B2 Report on the progress of learners to the SLT, and Raising Achievement Panels, as required
- B3 Plan and deliver intervention activities for students who are underachieving
- B4 Ensure that appropriate moderation and standardisation of assessment takes place so that data is robust
- B5 Make arrangements for any internal exams or tests in Media at KS4 and KS5, and support the Director in ensuring that test and exam requirements are communicated effectively, and that all students are entered for the appropriate tier and qualification

C. Personal development and well being

- C1 Develop opportunities for students to extend their learning e.g. through trips, visits and extra curricular activities and competitions
- C2 Ensure that appropriate information, advice and guidance is given about the opportunities and progression to KS4 and KS5 Media e.g. by writing entries in the Options Booklet

D. Community

- D1. Support and encourage all activities that give English and Media an increased profile in the school community, such as enrichment activities , Open Evening, etc.
- D2 Develop and sustain links with partner primary schools

E. Leadership and Management

- E1. Assist the Director in the strategic direction of the subject, in line with whole school priorities, including assisting with the writing, costing and reviewing of development and action plans
- E2. Assist the Director in monitoring and ensuring the consistent application of whole school policies and systems within the Faculty
- E3. Lead and support the professional development of NQTs within the subject, in accordance with the school's Induction policy and Local Authority requirements
- E4. Contribute to the appointment of staff e.g. by observing candidates' lessons or contributing to the interview programme
- E5. Assist the Director in managing the budget effectively, ensuring that expenditure is linked to raising achievement and strategic priorities
- E6. Ensure an inspiring and safe learning environment
- E7. Lead by example, creating a positive ethos and modelling high standards of professional behaviour

Accountable to: The Headteacher

Line managed/supported by: The Director of English and Media

TLR: £4,397 2b

Last updated: December 2016

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.