

JOB DESCRIPTION

St. Anthony's Girls' Catholic Academy.

Permanent

TLR 2b.

Line Manager: Subject Leader (English).

Introduction

The school has been designated by the Secretary of State as a school with a religious character. Its instrument of government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with canon law, the teachings of the Roman Catholic Church and the trust deed of the Diocese of Hexham and Newcastle. The school is part of Bishop Chadwick Catholic Education Trust. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the board of the school under the terms of the Catholic Education Service contract signed with the board as employers. It is subject to the current conditions of service for leadership staff contained in the *School Teachers' Pay and Conditions* document and other current education and employment legislation.

In carrying out his/her duties the **Deputy Subject Leader: English, Media and Drama** shall consult with the Headteacher, Deputy Headteachers and Senior Assistant Headteacher and when appropriate, with the board, the Diocese, the local authority, the staff of the school, the parents of its pupils/students, the parish(es) served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

This job description is based on the key areas identified in the *National Standards of Excellence for Headteachers* published by the Department for Education (2015). It recognises the role of the **Deputy Subject Leader: English, Media and Drama** in the leadership of **English, Media and Drama** within the school.

The board and the Diocese acknowledge the importance of the role of the **Deputy Subject Leader: English, Media and Drama** and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and senior staff must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.

The core purpose of the **Deputy Subject Leader: English** is to assist the Subject Leader and senior team to set and implement the strategic direction of **English** and to provide professional leadership and management for **KS4 English** to drive achievement of high standards in all areas of the school's¹ work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

¹ The term school refers to both voluntary aided schools and academies

The school's objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with canon law, the teachings of the Catholic Church and the trust deed of the Diocese of Hexham and Newcastle.

The Four Domains.

There are four 'Excellence as Standard' domains:

- Qualities and knowledge
- Students and staff
- Systems and process
- The self-improving school system

Within each domain there are six key characteristics expected of the school's Deputy Subject Leaders.

Domain One – qualities and knowledge.

Deputy Subject Leaders:

- hold and articulate clear values and moral purpose, focused on providing **good/outstanding progress for the English pupils/students** they serve;
- demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community;
- lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them;
- sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development;
- work within a clear set of principles centred upon the **department's vision for KS4 English** ably translating local and national policy into the school's context;
- communicate compellingly the **department's vision for KS4 English** and drive the leadership of **KS4 English**, empowering all pupils/students and staff to excel.

Domain Two : pupils and staff.

Deputy Subject Leaders:

- demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of the school and department **vision for KS4 English** re. pupil/student outcomes;
- secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich opportunities **within KS4 English** and student' well-being;
- establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis;
- create an ethos within which staff, are motivated and supported to develop their own skills and subject knowledge, and to support each other;
- identify emerging talents, coaching current and aspiring junior leaders in a climate where excellence is the standard, leading to clear succession planning;
- hold staff to account for their **progress and achievement in English**, professional conduct and practice.

Domain Three : systems and process.

Deputy Subject Leaders:

- efficient and fit for purpose **practice to achieve good/outstanding progress in English** upholding the principles of transparency, integrity and probity;
- provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society;
- establish rigorous, fair and transparent systems and measures for managing the performance of staff, addressing any under-performance, supporting staff to improve and valuing excellent practice;
- welcome strong governance, and actively support the Subject leader in reporting to the governing board, to understand its role and deliver its functions effectively – in particular its functions linked to **English** and also hold the school to account for student and staff performance;
- exercise leadership of **English** and work with the Headteacher and SLT to ensure financial planning to ensure the equitable deployment of budgets and resources, in the best interests of **English** pupil/student progress and achievement and the school's sustainability;
- distribute leadership of **English** with the Subject Leader forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision-making.

Domain Four: the self-improving school system.

Deputy Subject Leaders:

- create outward-facing staff teams which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievement for **English** pupil/students;
- develop effective relationships with fellow professionals and colleagues to improve academic and social outcomes for all students, with particular emphasis on **KS4 English**;
- harnessing the findings of well-evidenced research to frame self-regulating and self-improving curriculum and associated systems;
- shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff;
- model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability;
- inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Signed (MOS)..... Date

Signed (Headteacher)..... Date