

# RIDGEWAY ACADEMY - JOB DESCRIPTION

## ASSISTANT SUBJECT LEADER



**Job Title:** Assistant Subject Leader

**Responsible to:** Headteacher through the Director of English and Literacy

**Responsible for:** Supporting the Director of English and Literacy to manage the teaching staff within the English Department and other relevant staff including Librarian and One to One Tutor

**Salary scale:** MPS/UPS + TLR2b (£5,381)

### Key Purpose:

- To assist in managing and motivating teaching and support colleagues in developing innovative teaching strategies to enhance the quality of teaching, learning and achievement
- To contribute to the work of the English Department in maximising the achievement of all students
- To help manage the Department Budget, teaching resources and stock efficiently and in accordance with school policy

### Strategic Planning:

- To identify students at risk of underachievement in liaison with the department and other key leaders and to ensure that appropriate interventions are in place
- To assist in developing and implementing policies and practices for the English Department to improve achievement and create effective and cohesive teaching and learning
- To assist in establishing a clear and shared understanding of the importance and value of the subject of English and its contribution to students' development
- To support the Director of English and Literacy in the strategic development of teaching and learning in English
- To help produce and monitor the progress made towards the English Department development plan, evaluating the impact on teaching and learning and using this analysis to inform future improvement
- To support the Director of English and Literacy plan and monitor the work of the English Department to create effective working relationships within the team

### The Assistant Subject Leader in English will be required to:

- Deputise, as appropriate, for the Director of English and Literacy in their absence
- Act as a Performance Review Manager with the Director of English and Literacy
- To help support line management and supervision of the Librarian and One to One Tutor
- Support effective communications across the department and school
- Oversee the provision and maintenance of effective resources for learning - textbooks, students materials, equipment, rooms and deploy staff effectively to support learning
- To take responsibility in part for the monitoring, support and assessment of trainee (ITT) and newly qualified teachers (ECTs) within the department
- To use the Quality Assurance cycle to assist in enhancing the professional development aspirations of colleagues
- To monitor that the setting of home based learning is in line with school policy
- To develop opportunities for extending students identified as Most Able
- Be a role model and excellent practitioner, sharing good practice, working with colleagues on areas of school improvement to move learning from good to outstanding
- Lead the Accelerated Reader Programme (ARP)

# RIDGEWAY ACADEMY - JOB DESCRIPTION

## ASSISTANT SUBJECT LEADER



- Administer the ARP for agreed year groups including the registration of students with Renaissance Learning and the input of student data
- Manage the ARP including report generation following reading tests (minimum half termly) and management reporting to Headteacher, Governors and Director of English and Literacy
- Promote ARP effectively to parents, staff and students
- Increase the percentage of students who have a reading age in line with their chronological age
- Ensure all students are achieving their reading targets (at least 6 books per year)
- Monitor to ensure staff are using the programme effectively
- Improve the link between the English Department and the library to raise the standards of Literacy

### Department-based Responsibilities

- To help to develop and establish a productive, positive and effective team of staff which encourages openness, shared and delegated decision-making and a sense of common purpose
- To assist in leading and developing the English and Literacy Curriculum
- To assist in ensuring curriculum coverage, continuity and progression for all students and to raise standards of attainment at every Key Stage in English
- To assist in establishing clear policies and practices for assessing, recording and reporting on student achievement
- To support the Subject Leader to provide all teachers in the Department with support, challenge, information and motivation to secure consistent improvement in teaching through individual quality development plans
- To provide guidance on high quality resources and teaching strategies to meet the needs of different student groups
- To be responsible for ensuring appropriate cover work has been set when colleagues within the department are absent
- Support the Director of English and Literacy in dealing with discipline issues arising within the department including supporting staff during lessons where appropriate
- To ensure that the aims of the English Department schemes of learning and the knowledge, skills and attitudes to be imparted to students through the Department, are in keeping with the general aims of the school and are reviewed and updated regularly
- To play an active part in ensuring that all students are working to their potential and achieving improved standards
- To communicate effectively and efficiently within the English Department and other department areas in the school
- To work as a team supporting department members in sharing and spreading good practice
- To take a key role in implementing the School Development Plan within the department
- To attend and where appropriate, be a key contributor to department meetings
- To co-operate with the Health and Safety management and inspection process
- To help manage departmental detentions

### School-based Responsibilities:

- To support and actively promote the vision, ethos and policies of the school and promote high levels of achievement
- To contribute to improving attitudes and behaviour of students and to use the whole school behaviour policy in setting high standards and expectations for students
- To uphold and promote the school's child protection and safeguarding policies and procedures
- To promote the safety and wellbeing of students
- To contribute to the PSHCE and themed days on an annual basis
- To undertake the responsibility for a tutor group as required, setting high expectations

# RIDGEWAY ACADEMY - JOB DESCRIPTION

## ASSISTANT SUBJECT LEADER



- To work closely with Head of Years to support effective learning and teaching
- Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students
- To help develop team strategies and procedures (using national and school guidelines) for learning and teaching for students with Special Educational Needs
- To work with the SENDCO to ensure Individual Education Plans are used to set specific targets, and to match curricular materials and approaches to student needs
- Maintain notes and plans of lessons undertaken and records of students' work
- Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate
- Carry out assessment programmes (e.g. reports) as agreed by the school
- Attend the appropriate tracking days/parents' consultation evenings to keep parents informed as to the progress of their child

### Additional Information:

*All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document, under the direction of the Headteacher and in accordance with school policies. The duties below are not, therefore, an exhaustive list of what is required.*

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Signed (member of staff)	Signed (Headteacher)
Date	Date