

**MATRIX ACADEMY TRUST**  
**Job Description – Director of English**

Reports to:	Member of Leadership
Key Responsibilities	<ul style="list-style-type: none"> <li>• To raise achievement in English and to monitor and support student progress</li> <li>• To develop and enhance the teaching practice of others</li> <li>• To ensure the provision of high quality teaching for all students studying English</li> <li>• To track pupils attainment and to be accountable for delivering outstanding results in English</li> <li>• To be accountable for developing a strategy for English</li> <li>• Work effectively with Second in Dept to ensure coordinated, high quality leadership and management</li> <li>• To effectively lead, manage and deploy teaching staff to support effective teaching and high standards.</li> </ul>
Liaising with:	Leadership Team, Directors of Learning
Strategic Planning	<ul style="list-style-type: none"> <li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.</li> <li>• The day-to-day management of staff and physical resources.</li> <li>• To actively monitor pupil progress</li> <li>• To implement School Policies and Procedures on Raising Achievement</li> <li>• To work with colleagues to formulate aims plans for the department</li> <li>• To ensure that Health and Safety policies updated where necessary, liaising with the School's Health and Safety Manager</li> </ul>
Curriculum Development:	<ul style="list-style-type: none"> <li>• To lead curriculum development for the whole department.</li> <li>• To keep up to date with national developments in the subject area</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels</li> </ul>

<p><u>Staffing</u></p> <p>Staff Development:</p> <p>Recruitment/ Deployment of Staff</p>	<ul style="list-style-type: none"> <li>• To work with the Leadership– Staff Development to ensure that staff development needs are identified and appropriate training is identified</li> <li>• To work effectively with Second in Department on English developments and strategy</li> <li>• To undertake Performance Management Reviews and to act as reviewer for a group of staff within the designated department.</li> <li>• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department</li> <li>• To participate in the interview process for teaching posts and to ensure effective induction of new staff in line with School procedures.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To be responsible for the day-to-day management of staff within the designated department and act as a professional role model</li> <li>• To coach and mentor staff within the department</li> </ul>
<p>Quality Assurance:</p>	<ul style="list-style-type: none"> <li>• To establish the process of the setting of targets within the department and to work towards their achievement.</li> <li>• To promote high standards of teaching learning and assessment</li> <li>• To actively participate in school monitoring and evaluation procedures</li> <li>• To monitor and evaluate the curriculum area/department in line with agreed School procedures</li> </ul>
<p>Management Information:</p>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system</li> <li>• To make use of analysis and evaluate performance data</li> <li>• To produce examination reports for Headteacher and Leadership Team</li> <li>• To produce reports on examination performance, including the use of value-added data.</li> </ul>
<p>Communications:</p>	<ul style="list-style-type: none"> <li>• To ensure that all members of the department are familiar with its aims and objectives.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To provide information on pupil progress and department developments</li> </ul>
Management of Resources:	<ul style="list-style-type: none"> <li>• To manage departments resources efficiently</li> <li>• Be responsible for the department budget</li> <li>• Participate in the annual timetable by providing information on staffing needs</li> </ul>
Pastoral System:	<ul style="list-style-type: none"> <li>• Deliver and contribute to the PSHE, citizenship and enterprise programmes.</li> <li>• To ensure the Behaviour Management system is implemented in the department so that effective learning can take place</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example</li> <li>• Any other duties as directed by the Headteacher</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, as specified by STPCD not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....