

Job Description

Job Title	Lead Practitioner – English
Department	SGS Forest High School
Reporting to:	SLT
Main Purpose	
To lead on the English curriculum and to support the improvement of teaching throughout the school.	
Key Tasks/Responsibilities	
<ul style="list-style-type: none"> • Accountability for the quality of education in English at KS3 and KS4, namely curriculum intent, implementation and impact. • Leadership and management of the English department, including its teaching staff, budget and resources. • Supporting the improvement of teaching throughout the school, including as an instructional coach and CPD facilitator. 	
Role Dimensions	
<p>Qualities and knowledge</p> <ul style="list-style-type: none"> • Have extensive knowledge and understanding of pedagogy, curriculum and assessment in English.. • Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent provision for all students. • Build positive relationships with all members of the school, local and Trust communities, showing positive attitudes to them. • Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally. • Seek training and continuing professional development to meet own needs and in accordance with Trust and school priorities. <p>Student and staff</p> <ul style="list-style-type: none"> • Put high expectations for students and staff at the centre of everything. • Create an ethos of ambition for all students, with an entitlement curriculum that has impact. • Work with colleagues in school and externally to ensure every effort is made for every student. <p>Systems and processes</p> <ul style="list-style-type: none"> • Build on Trust, LA and national best practice to build effective systems and processes. • Align all work with the vision and approach of the Headteacher. <p>The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, follow Trust and school policies and the staff code of conduct.</p> <p>Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by their line manager and/or the Headteacher.</p>	
Key Interfaces	
<ul style="list-style-type: none"> • SGS Forest leaders and staff. • SGS Forest students, families and local community. • SGSAT colleagues, including Trust DSL and DSLs at other Trust schools. • Local and national external organisations and staff. 	

Supporting Trust Goals and Values – all roles

In addition to the particular requirements and characteristics of individual roles, all people employed by SGS Academy Trust are expected to actively support the achievement of the Trust's goals and, at all times, both internally and externally, to behave in a manner consistent with the Trust's mission and values.

This means:

- Performing your role and delivering your service in a way that helps the Trust achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
- Promoting the image of the Trust as one that is committed to the highest standards of delivery and service.
- Sharing the Trust's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.
- Sharing and prioritising the effective implementation of the Trust's Equality and Diversity Policy.
- Promoting and implementing best practice in Health and Safety.

Measurable Performance Standards

These will be defined with the postholder upon appointment and reviewed annually as part of appraisal.

Level of Disclosure and Barring (DBS) Disclosure

Enhanced with barred list checks.

Author and Date

Alan Dane – May 2022

Job Evaluation (*for HR Completion*)

Score		Profile		Level	
As the needs of the Trust change, so the above job profile, duties and location of the role within the Trust may be adjusted accordingly.					
Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.					

Person Specification

Criteria	Essential	Desirable	Assessed by
Qualifications and Achievements			
Educated to degree level.	✓		Application form.
Accredited professional training or qualifications, including PGCE or equivalent.	✓		Application form.
Experience and Knowledge			
Significant experience as a Designated Safeguarding Lead.	✓		Application form.
Experience of improving attendance in a year group/house or whole school.	✓		Application form.
Knowledge of statutory duties and best practice for attendance and safeguarding.	✓		Application form/interview.
Ability to lead and teach another curriculum area, preferably Physical Education.	✓		Application form/interview.
Skills and Abilities			
Excellent quality of spoken and written communication.	✓		Application form/interview.
Builder and maintainer of positive, professional relationships with all.	✓		Application form/interview.
Tenacity and resilience under pressure and against the odds.	✓		Interview.

Essential Trust Attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/interview.
Influencing skills: The ability to persuade others.	✓		Application form/interview.
Interpersonal skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/interview.
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/interview