

Job Title	Director of Secondary English
Reports to	Director of Education / Headteacher
Salary	Leadership Scale L11-L15

Job Purpose

- To embody our values of ambition, collaboration and respect.
- To lead subject specific improvement work to support departments to improve progress and attainment.
- To be a key member of the leadership team at the Initio Learning Trust, and be responsible for raising standards in English in our secondary schools.
- Be part of a team of Directors of subject, led by the Director of Education (Secondary) working across the trust.
- To teach your subject in a trust school in line with the job description for teachers.
- To carry out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions Document including the conditions of employment for School leaders and the Trust's own policy.

Duties and Responsibilities

Subject leadership is a cornerstone of our education strategy as we continue to grow and improve our group of secondary schools. The key objectives of this role are to:

- **Lead a dynamic subject learning community** to foster collaboration, share best practices, and drive innovation in teaching and learning.
- **Develop and implement a common curriculum** that aligns with the trust's educational vision and meets the needs of all students.
- **Ensure rigorous quality assurance** of the curriculum, teaching, learning, and assessment practices across all schools, maintaining high standards of excellence.
- **Elevate teaching standards** within the subject area through targeted support, coaching, and development initiatives.
- **Drive improved outcomes for all students**, with a strong focus on reducing the attainment gap for disadvantaged students.
- **Enhance capacity and efficiency** within the subject area, while proactively working to reduce teacher workload and ensure sustainability.

General and School Responsibilities

- Be familiar with Safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment
- Contribute to and support the Trust's Values, Ethos and Vision
- Participate in training and other learning activities as required

- Participate in Performance Management and development as required by the Trust's policies and procedures
- Participate actively and flexibly in a range of school activities
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service deliver
- Be familiar with and promote the Equality and Diversity Policy

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Job description prepared by:	Director of Education (Secondary)
Date:	September 2024

Requirements	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher status • Degree level qualification 	<ul style="list-style-type: none"> • NPQ or equivalent leadership development qualification • Further Education qualification in education or leadership (e.g. MEd) 	Application form Interview
Experience	<ul style="list-style-type: none"> • Subject leadership within a secondary setting or other relevant leadership experience, with ability to show whole school improvement • Extensive experience of teaching in at least two key stages • Proven experience of identifying and implementing effective strategies for improving outcomes • Experience of coaching teachers to improve their practice • Successful teaching in secondary phase • Working effectively in partnership with parents • Experience and willingness to provide extra-curricular activities for children • Experience of monitoring, assessment, recording, tracking and reporting or pupil's progress 	<ul style="list-style-type: none"> • Experience of rapid school improvement • Experience of rapid improvements in outcomes • Experience of working in an Outstanding school • Experience of delivering outcomes in the top 20% nationally 	Application form Interview References Task/ lesson observation
Knowledge	<ul style="list-style-type: none"> • Outstanding subject knowledge and the ability to communicate passion for their subject to others • Up-to-date knowledge of the curriculum and assessment • The statutory requirements of legislation concerning Equal Opportunities, Health and Safety, SEN and Child Protection • Understanding the positive links necessary within a school, and in turn with all its stakeholders • Enthusiasm to share knowledge and expertise with a diverse family of 		Application form Interview References

Requirements	Essential	Desirable	Evidence
	schools and be able to travel to schools across the trust		
Skills	<ul style="list-style-type: none"> ● Resilience, motivation, and commitment to drive up standards of achievement. ● An ability to combine rigour and high expectations with personal tact and discretion. ● Outstanding communication skills, with the ability to leverage influence with all levels of the organisation ● Track record of effective teaching and successful outcomes for students ● Ability to assess students, use AfL effectively and plan accordingly; adapting work to meet each student's needs ● Evidence of continuous professional development and commitment to further professional development relating to curriculum/ learning and teaching ● Use technology effectively to enhance students' learning as well as for planning, developing the curriculum and communicating ● Ability to prioritise, work under pressure and to meet strict deadlines ● Fluency in English in order to fulfil all requirements of the role, specifically to communicate effectively with pupils/students (to support their learning and wellbeing) and to communicate effectively with colleagues, parents/carers and relevant external organisations. 	<ul style="list-style-type: none"> ● Show evidence of commitment to taking an active part in school life, including out of school hours activities 	<p>Application Form Interview References Task/ lesson observation</p> <p>Evidenced by competently answering interview questions in English and/or possessing a relevant recognised language qualification.</p>
Aptitude and attitude	<ul style="list-style-type: none"> ● Ability to work independently on own initiative and also to contribute as part of a management team ● Willingness and ability to be flexible in duties and hours worked ● Completer and finisher ● Awareness of, and respect for, the importance of diverse cultures and 		<p>Application Form Interview References Task/ lesson observation</p>

Requirements	Essential	Desirable	Evidence
	<p>faiths within schools, with a commitment to equal opportunities.</p> <ul style="list-style-type: none"> ● A commitment to ensuring that all students in our schools receive an excellent education in a safe and stimulating environment. ● An affinity with the Initio Learning Trust's values. ● Smart and professional appearance ● Commitment to safeguarding and protecting the welfare of children 		
Relationships	<ul style="list-style-type: none"> ● Ability to lead and inspire a team ● Awareness of, and respect for, the importance of diverse cultures and faiths within schools, with a commitment to equal opportunities. ● The ability to form and maintain appropriate relationships and boundaries with young people. 		<p>Application form</p> <p>References</p> <p>Interview</p>
Safeguarding	<ul style="list-style-type: none"> ● Good knowledge of relevant Safeguarding procedures ● Commitment to adhere to the Trust's Safeguarding & Child Protection Policy. ● Good awareness of potential Safeguarding issues 		<p>Interview</p> <p>References</p>