

## **Job Description**

### **Associate Leader English (L9-L13)**

**Responsible to: Heads of School**

**Responsible for: English and Literacy**

### **Aims of The Thinking School's Academy Trust**

TSAT is dedicated to providing world class education, which will nurture personal excellence, confidence and independent thinking skills.

The core purpose and ambition of TSAT is to transform the life chances of young people through the application of a cognitive approach to education.

TSAT is made up of a family of schools including Primary Schools, Grammar Schools, High Schools and Comprehensive Schools. The schools work together to transform the life chances of all our children and young people. We share a common mission to nurture successful children who are confident and can think and act independently. Our cognitive approach to education defines us but does not create a 'one size fits all'.

### **Main purpose of the post:**

The Associate Leader is the lead professional for the quality of provision in English and Literacy in the Academy.

The Associate Leader will share responsibility for senior leadership and management for the Academy ensuring continual improvement and high quality, engaging and fulfilling cognitive education for all students.

The Associate Leader will help develop an ethos of high expectations for staff and students through the leadership of English/Literacy to further improve student outcomes.

### **The Associate Leader will:**

- Have experience of working with senior teams to create a productive learning

- environment which is engaging and fulfilling for all students and staff reflecting the identity of the School;
- Have strong leadership skills, demonstrated through the development of high performing teams
- Establish with the Head of School and Senior Team a culture that promotes excellence, quality and high expectations of all students and staff whilst actively addressing under performance;
- Have a sound knowledge and understanding of both cognitive theory as well as practical strategies to develop and sustain thinking skills and tools.
- Provide professional leadership and management of English/literacy policy and practices across the school.
- Work with others and be responsible to the Assistant Heads of School for evaluating the academy's performance including identifying the priorities for continuous improvement and the raising of standards; ensuring equality of opportunity for all;
- Report to the Head of School and Assistant Heads of School to demonstrate that English/Literacy performance are impacting on whole school improvement
- Demonstrate the Academy's vision and values in everyday work and practice

## **2. Teaching and Learning**

- Provide leadership and management for the quality of English/Literacy, ensuring all English teachers and classroom support staff use effectively the Academy lesson planning forms to provide high standards of teaching and learning.
- Monitor the standards in English and use this data to inform both school level training (Literacy) needs and individual professional development needs (in English).
- Monitor and evaluate the standards of students' achievement in English, using data from school and national benchmarks.
- Ensure every student is nurtured to become effective, enthusiastic, independent learners, committed to life-long learning;
- Support a culture and ethos of challenge and support where all students can achieve success and become engaged in their learning;
- Challenge underperformance at all levels and ensure effective corrective action and follow up;

## **3. Securing Accountability**

- Ensure that the Academy is constantly "Ofsted ready" in terms of the provision in English and Literacy that would ensure positive inspection outcomes
- Use a range of evidence, including national data and own academy performance data, to support, monitor, evaluate and improve student outcomes in English including challenging poor performance;

## **4. Managing the day to day Organisation**

- In conjunction with the Head of School and Senior Leadership Team will seek to build a successful

- academy through effective collaborations;
- Provide effective organisation and management of English and Literacy and seek ways of improving organisational structures and functions in line with legal requirements based on rigorous self-evaluation;
- Lead on English/Literacy through effectively working with the Head of School and Senior Leadership Team, other Associate leaders, Coaches, subject leaders and teachers.

## **5. Working with Others and Self Development**

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture;
- Build a professional and collaborative learning culture within the academy and actively engage with others to build effective learning communities;
- Ensure the Academy's Teaching and Learning policies and practices are implemented effectively in English lessons and literacy support;
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams;
- Develop and maintain a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory;
- Regularly reviewing own practice, set personal targets with the Principal, and take responsibility for own personal development by participating positively in arrangements made for performance management;
- Manage own workload and support others to manage an appropriate work life balance.

## **6. Strengthening Community**

- Engage with the Thinking Schools Academy Trust community to secure quality and entitlement of provision for all students, including good practice from the teams at both HGS and VIC;
- Promote the internal and external high expectations, perceptions and standards of the academy to the wider community;
- Work collaboratively at both strategic and operational levels with the New Horizons Teaching School Alliance

## **7. Conditions**

- The AL for English will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Executive Principal, HOS, DHOS and AHOS and Trustees.
- As the role is paid on the Leadership range, the AL will be required to carry out duties outside of 1265 hours, as appropriate

## **Generic Duties relevant to all members of staff**

### **1.1 The Trust**

The ethos of the Trust is included within the strapline “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims.

All staff should act with professional integrity at all times, following all TSAT policies and procedures including the Code of Conduct for employees. These can be found on [www.tsatrust.org.uk/about/policies](http://www.tsatrust.org.uk/about/policies).

Actively promote the Trust Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

As a member of the Trust your role will be based at the Trust central office. However you may be asked to work at any of the other academies within the

Trust or partner schools and you should expect to travel between sites within your hub as required. Occasional travel may be required to other hubs.

### **1.2 Teaching and Learning**

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### **1.3 ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### **1.4 Health and Safety**

Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring

the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### **1.5 Safeguarding**

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

This job description forms part of the contract of employment of the person appointed to the post.

At the discretion of the Head of Marketing, such other activities as may, from time to time, be agreed consistent with the nature of the job detailed above, including attending recruitment events out of school hours including weekends.

Work with colleagues to achieve the Academy Improvement Plan objectives and targets.

Participate in Employee Development schemes and Performance Management and contribute to the identification of your own team's development needs.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not, however, substantially change the general character of the post and will be relevant to the salary grade.

These responsibilities will be discussed annually as part of annual performance review and are subject to change.