JOB DESCRIPTION

POST TITLE: Lead for English and Whole School Literacy (ESLT)

POST RESPONSIBLE TO: Assistant Principal

SALARY: L4 to L7 - £45,888 to £49,509

CLOSING DATE: 31st January 2021

INTERVIEW DATE: 8th February 2022

START DATE: 25th April 2022

JOB PURPOSE

To lead, develop and manage the English team within the Academy, to ensure that all learners become engaged in their own learning, are encouraged to develop their skills and knowledge in literacy, and ultimately achieve outstanding success.

DUTIES AND RESPONSIBILITIES

Principal Responsibilities

Leading the WMG Academy for Young Engineers

In addition to the responsibilities of a teacher:

- To build, develop and lead a high performing team within the English department to ensure outstanding outcomes for learners;
- Take responsibility for the development and implementation of the whole school policy for Literacy.
- To manage the resources and budgets for the English department;
- To produce a development plan for the department based on a thorough analysis of the strengths and areas for improvement within the department;
- To be responsible for the Performance Management process within the department;
- To ensure effective Performance Management processes are in place for the English faculty and meet regularly with individual team members;
- To promote the highest standards of teaching and learning, share best practice with other curriculum areas and develop the Academy model for outstanding learning;
- To collect, analyse and interpret student tracking data to inform curriculum, teaching and learning and intervention for students and staff within the department;
- To conduct rigorous self-evaluation in line with WMG Academy policies, sharing best practice and improving areas of weakness;
- To provide reports and plans as required by the Senior Leadership Team and Governors;
- To comply with health and safety rules and legislation, ensuring the safety of students and staff at all times. To be responsible for all aspects of teaching, learning, assessment and progress within the English department;

- To ensure that all staff within the team are focussed on raising achievement and delivering outstanding teaching and learning.
- To research best practice and lead the staff in CPD, which enhances outcomes for students in Literacy across the academy
- Collaborate with staff on short, medium and long-term planning to develop literacy in relation to:
    - Resources
    - Continuous professional development of staff
    - Challenging targets for improvement

- Manage the strategic development of literacy across identified areas of the curriculum.

Curriculum

- To lead the development and implementation of the innovative English curriculum and relevant programmes of study;
- To engage with employers to develop learner employability skills, ensuring work related learning experiences are at the core of the WMG Academy for Young Engineers' curriculum;
- To work with other departments to support literacy across the curriculum;
- To work closely with appointed staff from the awarding body to develop and improve both the curriculum and its assessment;
- To lead and manage curriculum development and innovation using the latest techniques and technologies;
- To produce an annual curriculum intent and sequencing documents;
- To oversee the organisation and management of assessment and examinations for English
- To develop and lead a department enrichment programme for WMG Academy.

Teaching and Learning

- To ensure a high-quality learning experience for students within your department;
- To make effective use of an appropriate range of observation, assessment, monitoring and recording strategies;
- To support and guide students, colleagues, parents and carers with timely, accurate and constructive feedback on students' attainment, progress and areas for development;
- To comply with assessment requirements and arrangements for the subject areas you lead and teach, including those relating to public examinations and qualifications;
- To use local and national statistical information to evaluate the effectiveness of your teaching and to monitor the progress of those you teach in order to raise levels of attainment;
- To ensure that schemes of work, including lesson plans, are in place, which will enable access to the highest grades by all students in all courses taught in the curriculum area;
- To ensure the standards of teaching and learning are at least good and consistently outstanding in the subject areas overseen;
- To establish a quality assurance system to ensure that high expectations are set and met and that best practice is implemented;
- To keep up to date with developments in the curriculum area, teaching methods and resources and make relevant changes to schemes of work, sequencing documents and lesson plans as appropriate;
- To support and guide students, colleagues, parents and carers with timely, accurate and constructive feedback on students' attainment, progress and areas for development in Literacy.
- To model excellence in the teaching and learning of literacy
- Plan and monitor coverage, continuity and progression in literacy throughout the academy.

- Evaluate the teaching and learning of Literacy in the academy through monitoring activities including:
    - Lesson observations
    - Work and planning scrutiny
    - Student discussions
    - Analysis of results and assessment data
    - Attending planning meetings
    - Leading staff training
- Use this analysis to identify effective practice and areas for improvement and, in conjunction with the leadership team, act to further improve the quality of literacy across the academy

Assessment, Recording and Reporting

- To evaluate the performance of students within your lessons, providing feedback for parents, students, staff and SLT;
- To assess student work regularly, providing timely feedback and setting targets for improvement;
- To ensure that learners meet and exceed the targets they are set and are aware of what they need to do to improve;
- Follow the Assessment, Reporting and Recording policy including consultation evenings and reporting to parents;
- To assess, in line with Awarding Body requirements and ensure that it is timely.

Standards and Quality Assurance

- Support the vision and values of WMG Academy Trust to maximise the achievement of all.
- To lead by example and model the highest professional standards to staff, students, parents and partners in all aspects of the role;
- Attend meetings, open days, staff training and other events as directed. Participate in the enrichment programme.

Pastoral Duties

- Active Pastoral tutor working with learners across all years;
- Adhere to pastoral system policies and procedures as identified by the Associate Principal.
- Deliver effective pastoral sessions and reviews;
- Conduct individual reviews with your identified cohort, developing an Individual Education Plan for each of them.

Any other duties commensurate with the level of this post and as directed by the Senior Leadership Team.

Person Specification for Lead Teacher in English and whole school literacy

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
QUALIFICATIONS	
Honours degree or equivalent in relevant subject	E
Post graduate or further relevant professional studies	D
Qualified teacher status	E
EXPERIENCE	
Proven record of success as a teacher of English	E
Experience of managing student performance and intervention strategies to raise performance	E
An understanding and demonstration of barriers to learning and how to overcome this	E
Significant understanding of outstanding teaching, learning and assessment strategies	E
Proven experience of leading improvement in student outcomes	E
Experience of leading behaviour for learning	D
Experience of developing a team culture	D
Experience of working with other partners to achieve and ensure effective learner outcomes, both in terms of academic progression and employability	D
KNOWLEDGE AND SKILLS	
Ability to work strategically and implement creative solutions	E
Excellent leadership skills and ability to inspire peers, colleagues and teams	E
Ability to manage the performance of a diverse range of staff	E
Excellent interpersonal skills and ability to work in partnership with a diverse range of stakeholders	E
Excellent literacy, numeracy and ICT skills	E
Knowledge and understanding of health and safety policy	E
An ability to inspire students in Y10 to Y13 within lessons	D
PERSONAL ATTRIBUTES	
To work under pressure and meet deadlines	E
Confidentiality and discretion	E
Ability to organise, plan and prioritise	E
Excellent communication skills	E
A commitment to safeguarding to learners within the academy	E
Enthusiasm, optimism and energy	E

All offers are subject to clearance of references and enhanced DBS checks

FURTHER PARTICULARS

"We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy for Young Engineers is so important."

The late Professor Lord Bhattacharyya, Chairman, WMG

The WMG Academy for Young Engineers

The WMG Academy for Young Engineers Multi Academy Trust was formed in March 2015. Following the successful opening of the Coventry Academy in September 2014, the WMG Academy Trust opened its second Academy in September 2016 in North Solihull.

Formed between a partnership of the University of Warwick and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid, and Rolls-Royce, the Trust is committed to providing a better way of learning for the Engineers of the future.

The Trust is made up of members from industry including the EEF and the Local Authorities Chamber of Commerce and the University of Warwick who have led the development of the WMG Academies and oversee their running from a strategic perspective. They are supported by a board of trustees and governors, all with relevant business and education experience, who shape the experience of our learners.

Each WMG Academy focuses on engineering, information, digital and communication technologies and caters for up to 640 learners of 14-19 years of age from Coventry, Warwickshire and Solihull. The WMG Academy initiates and supports the development of well-educated and industry trained learners who not only have the qualifications but also the functional skills, knowledge and personal qualities to make an impact in the worlds of work, further and higher education.

As well as a core curriculum at Key Stage 4, which includes GCSEs in the core subjects; Mathematics, Science, English and Engineering Manufacture, students can select from options which include a modern foreign language, a humanities subject and free option subjects. In addition, all Key Stage 4 can students follow additional Level 2 Cambridge Nationals course in Engineering worth a further 2 GCSEs equivalent.

Students at Key Stage 5 can follow a flexible pathway, bespoke to their needs. Students can choose to take just STEM A-Levels or combine 3 traditional A-Levels with the Level 3 OCR Technical in Engineering worth the equivalent of 1 A-Level. Alternatively, many students at post 16 can study a Level 3 BTEC Engineering qualification at Certificate Diploma or Extended Diploma level. Further BTEC qualifications are available in Art, ICT and Science and students can mix qualifications to meet the requirements of their future destination.

Our vision

We will ensure that our learners have raised aspirations that will provide the motivational drive to succeed. Strong employer and further and higher education links, as well as a professional ethos and culture, will ensure the learners will be in demand from employers.

Our unique status of working very closely with some of the biggest employers in the region means that we have shaped the curriculum from day one to ensure we produce learners with a professional ethos and culture that is in high demand in today's working world.

Team working is the norm and learners work together to develop the skills that employers value. We are committed to developing team working, problem solving, creativity, leadership, communication, resilience and an ability to respond to change. As staff, it is our role to model those skills and behaviours to our learners in everything that we do.

WMG Academy for Young Engineers Coventry

Opened in September 2014 by Ratan Tata, the Coventry Academy has over 450 students on roll. Located close to the Westwood area in Canley and the University of Warwick, the Coventry Academy was designed with a large Engineering Hall filled with over £1M worth of specialist equipment. Three additional dedicated CAD/CAM areas allow industry standard software to be used by students in their Engineering projects.

Students at the Coventry Academy come from a wide catchment area which includes Solihull in the north through to Kenilworth, Warwick and Rugby in the south.

The Academy follows an 8.30am – 4.30pm (Tuesday – Thursday) with enrichment opportunities offered to students that include football, F1 in schools, Green Power and Engineering clubs. Students also have access to resources at Warwick University. On Mondays and Fridays students leave at 3.20pm.

WMG Academy for Young Engineers Solihull

Opened in September 2016 the Solihull Academy boasts over £2M of specialist equipment and ICT. Developed along a similar open plan design to Coventry, the Solihull Academy occupies a slightly bigger footprint. The Academy is thriving on successful recruitment and currently has provision for five year groups including Year 10 to 13 and a Post-18 HNC cohort.

Dedicated ICT facilities include 3 CAD suites and student PC access in all teaching rooms giving unrivalled access to industry standard software. These facilities allow innovative teaching pedagogy through digital technologies. A large Engineering Hall, complimented by 'Make and Do' areas above, allows a flexible group-work approach to learning.

The Academy occupies land adjacent to the Chelmsley Wood shopping Centre, North Solihull and draws from a wide catchment of East Birmingham, Solihull and North Warwickshire. The Solihull Academy follows the template of the 8.30am – 4.30pm working day used in the Coventry Academy (Tuesday – Thursday) and has the additional flexibility of incorporating some enrichment into the Academy day due to its close proximity to North Solihull Sports Centre and having its own multi-use games area and activity hall.

The Role

The WMG Academy Trust is looking for a Lead Teacher for English and Whole School Literacy who has excellent teaching skills. The successful candidate will inspire and enthuse students with their passion, ensuring outstanding outcomes in their subject area.

You will demonstrate and demand the highest standards of delivery and you will be fully committed to raising attainment to enable all students to achieve outstanding success.

The Academy believes that all young people deserve to become world-class learners - to learn, enjoy, succeed and thrive in a first-rate educational environment with excellent facilities, outstanding teaching and the most up-to-date resources available to them. You will benefit from visionary, inspirational and dynamic leadership and be empowered to develop your own skills.

This is a unique opportunity to be involved in an exciting academy; designing and leading an innovative approach to learning and ensuring that learners achieve the highest outcomes and opportunities.