



The Ted Wragg Multi Academy Trust is a values driven, rapidly growing 2 – 16 Trust with a relentless focus on transforming lives through learning by delivering outstanding outcomes for every student, regardless of background.

With a reputation for highly successful school improvement in very challenging circumstances, we are passionate about driving up standards and raising the aspirations of all our students.

## Isca Academy

### Assistant Headteacher (English)

Permanent, Full-Time, Starting January 2021

Salary Range L11-L15 (start point dependent on experience)

**Do you have a relentless drive to achieve outstanding progress and attainment with children regardless of their background and prior learning?**

We are seeking to appoint an **outstanding Assistant Headteacher with responsibility for teaching and leading English** to further strengthen the achievement, progress and experience of students at Isca Academy, and to continue to raise the profile of the English department, both within the school and in the wider community. You will be a highly motivated, enthusiastic and capable leader, with a proven commitment to inclusive, innovative and inspiring teaching where each and every child can succeed. The post represents an exciting opportunity to be part of a vibrant and ambitious Academy working within the Ted Wragg Multi-Academy Trust.

Our school is located on a recently designed campus with purpose-built accommodation, offering spacious and excellent teaching and learning facilities. We currently have a roll of 980 students. Isca Academy prides itself on providing high quality comprehensive education. Our students have a broad range of abilities and aspirations on entry, from able, gifted and talented to students needing more support with literacy and social skills. Our focus remains on every student in our school exceeding expectations, whatever their starting point. Beyond academic credentials, we firmly believe in the value of a more rounded education which promotes creativity, self-belief and confidence, and as such, offer an exceptional extra-curricular and outdoor education programme.

The Leadership Team at Isca Academy is welcoming, energetic, forward thinking and highly committed, and has led the school successfully through a time of significant change. We have a 'Good' Ofsted judgement and are due for inspection again this year. As a school, we are committed to investing in leadership development at all levels and strongly believe that the experience of the children will ultimately benefit from this. If you are a leader who can inspire both staff and students, with a passion for teaching and learning, and an outward facing approach to the development of pedagogical practice as well as your own, we would love to hear from you.

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.

Application forms and further information are available from our website:  
[www.iscaexeter.co.uk](http://www.iscaexeter.co.uk) or by email to [fmetay@iscaexeter.co.uk](mailto:fmetay@iscaexeter.co.uk)

Closing date for application: **10am on Monday 19<sup>th</sup> October 2020**  
**Please note, interviews will take place: Thursday 22<sup>nd</sup> October 2020**



## ISCA ACADEMY – JOB DESCRIPTION

Post: Assistant Headteacher (English)  
Line Manager: Headteacher

### CONDITIONS

As defined in the School Teachers Conditions of Service Document and Academy policy documents. The post holder will lead and manage a team of English staff and will be supported by the Headteacher through line management.

### KEY PURPOSE

To provide professional and effective leadership and management for the English teachers within the department, in order to secure high student achievement within the context of the Academy overall aims and priorities.

To provide strategic leadership of the Academy Priorities as a member of the Academy Leadership Team – See generic leadership expectations.

### OBJECTIVES

- To promote and provide a clear direction for the English team, within the context of the Academy vision in order to contribute to whole school improvement.
- To promote high standards in English teaching in order to ensure all students achieve their potential in English.
- To promote positive attitudes to learning in English lessons and activities so that students are equipped and able to access all subjects across the Academy.
- To ensure there is a consistency of practice within the English team with regards to Academy policies and procedures, maintaining high expectations of all students in terms of academic success and behaviour.
- To develop English schemes of learning, assessment plans and pedagogy in line with national developments and explore new strategies so that English teaching continues to develop and improve, maximising student outcomes.

### MAIN AREAS OF RESPONSIBILITY

**Improving the quality of teaching and learning**  
**Leading and enhancing the teaching practice of others**  
**Leading, developing and enhancing a subject or curriculum area**

- Monitoring the standards of teaching and learning and student achievement across all English lessons, and plan for improvement.
- Undertake regular self-evaluation of the work of the department and the impact on student outcomes, in line with the Academy self-evaluation policy.

- Setting a clear direction for English within the context of the Academy vision and goals, creating and implementing a subject development plan which involves all subject teachers.
- Supporting and developing the English staff, providing regular constructive feedback in a way which recognises good practice and supports progress against appraisal objectives.
- Acting as a positive role model for the English team so that staff have a clear understanding of good professional conduct.
- Maintaining an ethos of high achievement and positive attitudes towards English amongst staff and students, to maximise achievement.
- Actively engaging the English team in effective planning, development and delivery of the English curriculum.
- Organisation and provision of resources and allocation of staff to groups, so that resources are used efficiently and effectively.
- Overseeing and evaluating subject budget allocations to ensure spending is in line with learning priorities and best value principles.
- Effective communication within the Academy and to key stakeholders with regards to English, to ensure confidence in the Academy and the subject area.
- Ensuring high standards of health and safety within the department demonstrating an understanding and a commitment to safeguarding students.
- Promote equality of opportunity and aspiration so that all students achieve their potential.

## KEY TASKS

- English teaching across all years.
- Ensure schemes of learning /programmes of study are clear and effective, to ensure progression and challenge as well as to maximise the achievement for all students.
- Ensure the quality of teaching across the team meets the needs of all students, and encompasses strategies to engage students in a range of learning styles.
- Monitor the quality and impact of teaching and learning within English through lesson observations, learning walks, data analysis, work scrutiny and other identified strategies. Plan and implement improvements as appropriate.
- Monitor student progress in English against national and internal targets, planning support as appropriate for both students and staff.
- Plan and implement the developments required in English within the context of the overall Academy improvement plan.
- Ensure a programme of educational enhancement is delivered by the department, as appropriate.
- Ensure effective and timely scheduled meetings with the English staff, both as a group and on a 1:1 basis as required.
- Attend and contribute to Team Leaders' meetings as well as the Academy Leadership Team Strategic Meetings.
- Order and allocate English resources and manage the English budget.
- Oversee the deployment of staff in English and advise on the recruitment of English staff when required.
- Support the professional development of English staff through the Academy Appraisal processes, and other support strategies.
- Ensure efficient management of technical staff support (where required).
- Ensure Academy policies are consistently adhered to by the English team.
- Other general professional duties under the reasonable direction of the Headteacher.

**THIS JOB DESCRIPTION IS SUBJECT TO REVIEW BY CONSULTATION**

# Isca Academy

## Assistant Headteacher (English): Specific Person Specification

ESSENTIAL	DESIRABLE	HOW IT WILL BE ASSESSED		
		App Form	References	Interview
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of teaching in a state comprehensive school</li> <li>• Experience in planning and teaching English at KS3 and KS4</li> <li>• Experience of contributing to and delivering strategies to raise progress and achievement across English, including assessment for learning and creative pedagogies</li> <li>• Experience of monitoring and evaluating performance and of using data to inform school improvement and ultimately student outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>• Delivering whole school CPD</li> <li>• Exam marking</li> </ul>	✓	✓	✓
<b>Qualifications and training</b> <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Educated to degree level – in the specialist area of English</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualifications relevant to the role such as NPQML or NPQSL</li> </ul>	✓		✓
<b>Skills</b> <ul style="list-style-type: none"> <li>• A gifted teacher with the ability to teach English in an exciting and engaging manner</li> <li>• Excellent planning skills</li> <li>• Excellent inter-personal skills</li> <li>• Proven ability to sustain positive</li> </ul>	<ul style="list-style-type: none"> <li>• A gifted leader</li> <li>• The ability to plan strategically</li> </ul>	✓	✓	✓

<p>relationships with staff, students and parents</p> <ul style="list-style-type: none"> <li>• Thorough grasp of data, including analysing data and using this effectively to improve student outcomes</li> <li>• Excellent ICT skills to support teaching</li> <li>• Excellent organisation, prioritisation and time management skills</li> <li>• Meets all relevant national teaching standards</li> <li>• Good understanding of the National Curriculum and GCSE assessment requirements in English Literature and English Language</li> <li>• Ability to plan high achieving Schemes of Learning to challenge and inspire young people.</li> </ul>				
<p><b>Qualities</b></p> <ul style="list-style-type: none"> <li>• Excellent communicator and team player</li> <li>• Energetic and committed</li> <li>• Ability to work under pressure</li> <li>• High level of integrity</li> <li>• Positive role model</li> <li>• Commitment to education as a tool for improving the life chances of children</li> <li>• Proven commitment to a safe school culture</li> <li>• Commitment to an inclusive and child centered approach to education</li> </ul>	<ul style="list-style-type: none"> <li>• Keen to develop further by full participation in CPD, often leading CPD for others</li> <li>• Ambition for future leadership development to Deputy Headteacher and beyond.</li> </ul>	✓	✓	✓
<ul style="list-style-type: none"> <li>• Must pass ALL relevant safeguarding of children checks</li> </ul>	DBS Checks and interview			