



“Reducing Barriers to Expand Horizons”

Job Description – Head of English and Reading TLR2

Woodeaton Manor School is a Foundation Special School located four miles to the Northeast the city of Oxford. The school serves young people aged 11 to 16 with Social, Emotional and Mental Health Difficulties (SEMH) and where many also have a diagnosis of Autism Spectrum Disorder (ASD).

All leaders will contribute to a collaborative and supportive management team who inspire a culture of excellence for all. We will achieve this by

- Establishing, communicating and embedding a shared vision across the school community
- Leading the implementation and monitoring of high-quality provision bespoke for our individuals
- Empowering staff to develop their expertise and professional skillset
- Providing learners with the knowledge, tools and experiences, equipping them for their life beyond Woodeaton Manor School
- Ensuring the provision of a safe and happy environment

Main Purpose

The role of the leader for English and Reading is to monitor, evaluate the subject(s), and plan, develop and implement an appropriate curriculum and effective strategies for all pupils in the school.

To secure excellent outcomes for pupils through the development of provision in the subject, and specifically:

- Be responsible and take ownership of leading the subject(s) in order to secure high quality standards of achievement, personal development and wellbeing
- Liaise effectively with colleagues to ensure consistency of approach in the subject(s) across the school
- Provide high quality training for all staff
- Quality assure teaching and learning in the subject(s)
- Work alongside the Senior Leadership Team (SLT) to ensure the subject intent and delivery is in line with the overall intent of the school curriculum and education offer
- Support the SLT in establishing a culture that promotes excellence, equality and high expectations of all pupils
- Ensure that you provide a safe and happy environment that promotes the welfare of children

Job description

Supporting pupil achievement and attainment

Support or lead strategies for accelerating the progress for all students and particularly targeted individuals or groups of pupils to support their achievement and increased attainment in the subject.

Leadership

To have responsibility and devolved leadership under the direction of the Head teacher and Deputy Headteachers for the leadership and management of the subject.

To contribute to whole school aims, policies and practices, including those in relation to school self-evaluation, behaviour, anti-bullying, health and safety, safeguarding and child protection and equality.

To implement appropriate strategies for improving and sustaining high standards of teaching and learning for all pupils.

To ensure that the teaching team develops clear plans for the teaching of the subject and to quality assure planning, teaching and learning and assessment.

To use data effectively to establish clear and appropriate targets for pupil achievement and improvement in the subject (s).

To offer support and guidance to staff for teaching and learning in the subject(s)

Lead reading CPD meetings and INSET for the school

As a middle leader, analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods linked to reading

To review, establish and implement clear policies, risk assessments and practices for the subject(s), as required, including the curriculum

To write an annual action plan and to monitor and evaluate it against the success criteria, using this to identify future priorities for development as part of the School Improvement Plan

To establish staff and resource needs and take responsibility for managing a budget of likely priority expenditure

Operational Responsibilities

Engage in professional dialogue with specific colleagues which emphasises improvements in the subject(s) and areas for development, resulting in a positive impact on pupil learning
Contribute to the induction and professional development of support staff, teachers and trainees as required

Contribute to the development and delivery of whole school initiatives as required
Use data and other information to evaluate learners' achievement, identifying priorities for development as a result

Use coaching and mentoring strategies to help colleagues develop in a supportive and positive environment

Be proactive in seeking out networks and research in order to identify best practice and latest developments in the subject

Woodeaton Manor School is committed to the safeguarding and welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate must promote this ethos. Enhanced DBS clearance is required for this post. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

**Please send your completed application form to recruitment@woodeaton.oxon.sch.uk
If you would like to arrange a visit to look around the school, please ring 01865 558722**