

English Support Role

Reporting to: Assistant Principal (Head of English)

TLR 3: £2,345 (Fixed Term)

Role

To support the Head of English during her temporary role as Assistant Principal

Duties

- Learning Walks and Work scrutiny oversight relating to the completion of documentation in accordance to the departmental monitoring schedule.
- Oversight of the intervention programme, mentoring and tracking of sub-group performance e.g. PPI
- Analysing data at Year 7, 8 and 9 review points and submitting documentation to ABE (Deputy Principal)
- Exam administration for KS3 and 4.
- Compiling the departmental Year 11 revision timetable and submitting to MM.
- Teaching and Learning and Personal Development summative documents as part of English SEF.
- Organisation of English department Enrichment week activities.
- Ordering stationery and equipment.
- English department detention oversight.