

**Head of English**

**Grade MPS plus TLR 2 (Maximum)**

# MAIN PURPOSE OF ROLE:

To provide within an Islamic environment, a centre of educational excellence that develops and nurtures citizens of the future; who will serve and contribute to the well-being of their wider communities.

**RESPONSBILE TO: Deputy Headteacher**

All Heads of Department, in relation to their generic teaching role and their subject specialism (s), will:

**Demonstrate an uncompromising drive to effect continuous improvement in order to secure the highest levels of achievement, attainment and personal development for all learners, through:**

1. Being highly ambitious in leading their department across the school, building on past successes and communicating an aspirational vision for improvement.
2. Inspiring, leading, motivating and managing their department team; in order to model and foster good relationships in school based on respect and integrity.
3. Leading on strategic planning for the continuous improvement of subject provision and outcomes; drawing on best practice and research.
4. Using performance data to inform planning and teaching, including the evaluation of learners’ progress and the setting of appropriate targets for improvement.
5. Rigorously managing the whole school Appraisal process within the department, linking targets to school and department priorities.
6. Being accountable and taking overall responsibility for the learning, enjoyment and progress of all learners within the department.
7. Providing professional leadership and management to raise standards of achievement and attainment of all learners and all cohorts of learners including SEND and FSM.
8. Focusing relentlessly on improving teaching and learning within their department and across the school. Consistently modelling excellent classroom practice and keeping abreast of current thinking within their subject specialism; in terms of effective pedagogy, resources, strategy and management.
9. Monitoring standards of achievement and attainment within the department, through rigorous analyse of data and other information.
10. Providing swift and effective action to remedy any underperformance of learners or learner groups; for example, ensuring high quality intervention strategies within classes and in additional provision.
11. Regularly monitoring the day-to-day work of the department and its impact on provision and providing high quality feedback to staff which impacts on their work and effects continuous improvement.
12. Devising curricular and extra-curricular activities which provide exceptionally positive experiences and rich opportunities for high quality learning and which develop learners’ spiritual, moral, social and cultural development and foster exemplary behaviour and attitudes to learning.
13. Effectively engaging with parents for the benefit of all learners.
14. Taking responsibility for developing high quality department schemes of work within a Key Stage or subject area which encompass whole school policy and which deliver the school’s Vision for Learning.
15. Participating and taking a lead in department and whole school CPD in order to develop own and others’ practice and in order to share effective practice with colleagues.
16. Promoting and delivering the priorities and policies of the school by contributing to School Improvement and Development Planning and by consistently and persistently implementing agreed policies and initiatives.
17. Supporting the development and maintenance of the school’s ethos and promote the wider aspirations and values of the school; building team commitment with colleagues and learners.
18. Liaising as required with a range of educational partners, internal and external, to underpin the raising of learner achievement.
19. Creating a positive learning environment for all by ensuring all department facilities and resources, including financial resources, are well maintained and managed.
20. Taking responsibility for own professional learning by undertaking relevant professional development, implementing outcomes and sharing those outcomes with colleagues.
21. Provide joint strategic leadership through membership of senior policy teams.
22. Support the school’s home and community liaison work through appropriate participation in events.
23. Set, and personally demonstrate, high standards of professional working.
24. Contribute to the wider life of the school and its community through out of hours and partnership work.

**General**

* Being aware of the responsibility for child protection, personal health, safety and welfare and that of others who may be affected by your actions or inactions
* Maintaining confidentiality as appropriate
* Cooperating with the employers on all issues of health, safety and welfare
* Undergo basic First Aid Training and renew as and when appropriate
* **Customer Care** - To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.
* **Develop oneself and others** - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others
* **Valuing Diversity** - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school’s diversity and inclusion policy.
* **Health and Safety** – To operate safely within the workplace with regard to Health and Safety Legislation
* **Confidentiality** – An acknowledgment of the need to maintain confidentiality at all times and to become aware of the National, Council and school/setting policies on Confidentiality and the management and sharing of information
* **Energy Efficiency** – To promote energy efficiency throughout the workplace and within own area of activity

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**