**Bede Academy**



**Head of English**

The Head of English is responsible to the Principal. Alongside the standards for all Teachers and standards for all Heads of Departments, main duties include:

* The formulation of detailed Schemes of Work including assessment and homework procedures. Assessment procedures must be in place and records kept on a termly basis in order to inform the Principal and to assist setting reviews.
* The accurate setting and assessment of annual internal examinations and Sixth Form tests which properly inform both the Academy benchmarking and targeting systems and the Academy’s value-added data.
* The analysis of performance data with all classes so as to inform the targeting of areas for both sharing good practice and seeking further improvement.
* An annual Subject Development Plan consistent with, and complementary to, the Academy Development Plan.
* Liaison with Library staff to maintain relevant resources and information.
* Establish criteria for the selection of new texts.
* Develop a consistent approach to the teaching of grammar within the department and in co-operation with the Modern Foreign Languages Department.
* Promote public speaking skills, including House Poetry and Prose Public Speaking competitions.
* The promotion of good dramatic conventions, including group performances both inside and outside of the Academy.
* Exploring and exploiting the opportunities provided by the facilities for Drama in the Academy including a significant extracurricular contribution.
* Any other duties as reasonably required by the Principal, including an appropriate amount of classroom teaching.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.

Bede Academy is committed to the safeguarding of children and all staff are expected to ensure that Bede Academy is a safe and secure environment for students.