



The Sacred Heart Language College
186 High Street, Wealdstone, Harrow, Middlesex, HA3 7AY

SUBJECT LEADER – HEAD OF ENGLISH & DRAMA

**“CONFIDENT IN GOD’S LOVE FOR US
WE COMMIT OURSELVES TO HIS SERVICE”**

This post is subject to the contract of employment between the teacher and the Governing Body of The Sacred Heart High School and the provisions in the General Guidance on Job Descriptions / Conditions of Service of Teachers as included in the document on Teachers’ Pay and Conditions.

The postholder must uphold the Roman Catholic character of the school and be committed to the Catholic ethos. .

GRADE TLR 1B (£9,515)

RESPONSIBLE TO The Headteacher

OVERALL PURPOSE

- i. To lead and manage a designated area of work within the school.
- ii. To support the head teacher and Senior Leadership Team in ensuring the success of the school.
- iii. To work with colleagues across the leadership team to ensure continuous improvement in standards of teaching and learning.
- iv. To contribute to the whole life of the school, upholding and promoting our school ethos.

KEY ACCOUNTABILITIES

i. To take responsibility for the following designated areas of work within the school:

- the work of English department
- developing the Catholic Life of the School

ii. To provide effective leadership within the English department by:

- leading, developing and enhancing the teaching practice of others
- maintaining personal expertise, sharing this with other teachers, acting as a role model of good classroom practice
- setting a clear direction consistent with the overall aims and objectives, policies and plans of the school
- planning, co-ordinating and organising work to achieve desired outcomes
- monitoring and ensuring the good quality of work
- plan and implement strategies to improve teaching where needs are identified
- induct, support and monitor new staff
- acting as a performance management team leader for identified teachers
- taking prompt action to remedy any failures in performance
- ensuring that appropriate health and safety procedures are in place and effectively communicated

iii. Ensuring that all pupils within the English department make good progress by:

- identifying appropriate attainment and/or achievement targets
- monitoring pupil standards and progress against targets
- monitoring planning, curriculum coverage and learning outcomes
- monitoring standards of pupils' behaviours for learning
- leading evaluation strategies to contribute to overall school self evaluation
- planning and implementing strategies where improvement needs are identified
- ensuring that relevant attainment / achievement targets are met

iv. Line Management Responsibility

- ensure that performance management arrangements are effectively discharged by other team leaders in the key stage / department
- monitor and evaluate the contribution and impact of other staff to school improvement
- plan the deployment of staff expertise to achieve school improvement objectives
- take initial responsibility for the pastoral care and welfare of a significant number of people

v. To support the head teacher and Senior Leadership Team by:

- agreeing annual targets to fulfil the requirements of this role
- contributing as required to the overall direction of the school, including the formulation of whole school development plan
- ensuring that commitments in our the School Development Plan and other plans are met
- monitoring progress towards their achievement
- providing, on request, information to assist Governors in carrying out their role
- working with the Leadership Team to identify and coordinate CPD needs and opportunities
- undertaking any professional duties reasonably delegated by the head teacher or a member of the Senior Leadership Team

vi. As a member of the Middle Leadership Team, to ensure continuous improvement in standards of teaching and learning by:

- working effectively with colleagues to implement school policies and plans
- liaising with colleagues who carry cross-curricular responsibilities
- liaising with colleagues and others regarding pupil welfare and discipline
- leading by example
- maintaining good standards of pupil behaviour and work
- supporting teachers, particularly NQTs, appropriately

vii. To contribute to the whole life of the school by:

- helping other members of staff support the aims and ethos of this Catholic school
- supporting whole school policies
- teaching a timetable commensurate with the post
- attending all necessary meetings, including parents' evenings and appropriate working party meetings
- being a member of one of the pastoral year teams
- fulfilling the Terms and Conditions of Service for teachers on the Leadership Spine as laid down in the current "Pay and Conditions of Service for Teachers"