**Head of English**

**Job Description**

**Date of appointment:** September 2018

**Responsible to:** The Head of English will report to the Deputy Head Academic in all respects.

**GENERAL DESCRIPTION OF DUTIES**

The English Department plays a pivotal role in the success of Swanbourne House. The Head of Department ensures the highest standards of learning and development are achieved by all pupils working within the subject from Reception through to Year 8. Clear and effective leadership of subject staff is a key ingredient setting out the Department’s aspirational vision that underpins all of the work undertaken by pupils throughout the School. It is our goal that every child leaves our classrooms with:

* a lifelong love of language
* an academic excellence which is commensurate with their ability
* an empowering command of the written and spoken word

The Head of English will be expected to lead the department in its future development, to be involved in advising on literacy issues across the curriculum and to present a positive and proactive role model for Staff and Pupils.

**PARTICULAR RESPONSIBILITIES**

**Areas of Responsibility and Key Tasks**

The Head of English is responsible for the creation, delivery and management of the English curriculum throughout the School assuring continuity and progression.

**Management and Leadership**

* Providing leadership throughout the School from Reception to Year 8 so that colleagues are aware of, and can act upon both national developments, development within Common Entrance and Academic Scholarship exams, and developments within the subject within the school
* Setting the curriculum requirements for each year group within the School (Reception to Year 8) in consultation with KS1 and KS2 subject co-ordinators
* Consulting with staff and departmental colleagues to ensure that curriculum developments are consistent with the school’s broader aims and policies and are in the best interests of the pupils
* Ensuring that school policies are implemented within the department
* Ensuring that departmental evaluation is effective both in terms of staff performance and the academic standards reached
* Producing Departmental Improvement Plans to address the identified priorities
* Setting appropriate, but challenging, targets for the department as a whole and individual targets for those who work within it
* Managing the department and its resources, including the deployment of staff, the appropriate delegation of tasks and the effective use of all delegated finances
* Ensuring that effective tracking of students’ progress is in place; through accurate identification, any underperformance is supported by intervention programmes whose impact are closely monitored
* To involve all colleagues in departmental development planning
* To ensure that data is used effectively as a useful measure of progress and planning, accompanied with an understanding of the pupils as individuals
* Ensuring that staff are properly appraised (within the timescales given) through the agreed performance management systems and that appropriate training is provided to meet identified needs. This includes the accurate, and continuous evaluation of staff performance, and if necessary, following the capability procedure
* To attend and contribute to Head of Department Meetings with a view to the academic development of the whole school
* To take responsibility for the delivery and development of the subject curriculum and syllabus and be accountable to the Deputy Head Academic for the subject curriculum and for the teaching of the subject to pupils throughout the school
* To liaise with the Heads of Subject of Senior Schools as necessary
* To take the lead in raising the standards of the department
* To hold regular meetings, formal and informal, to discuss Department matters and to ensure that the Department works as a team. Minutes of these meetings to be sent to the Deputy Head Academic and the Headmaster
* To support colleagues in dealings with parents when issues
* To seek opportunities to promote the name of the school and the Department through events which show off the excellence of the department
* Ensuring the department is fully represented and well prepared at any evening functions required
* To promote the use of ICT throughout the curriculum and recommend appropriate software
* To keep abreast of current developments in the teaching of the subject and in particular the requirements of Common Entrance and senior school scholarship assessments as they pertain to the subject

**Monitoring and Assessment**

* To ensure members of the Department adhere to the criteria as set out in the Departmental Handbook with particular regard to the setting and marking of work and reporting procedures
* To bring to the attention of the Deputy Head Academic any difficulties with identified solutions which arise within the department
* To deliver assessment in the subject
* To identify pupils with specific learning difficulties and recommend that their needs are assessed by the SENDCo so that, if appropriate, extra support can be provided

**Departmental Administration**

* To be accountable to the Deputy Head Academic for all budgeting within the Department, and the implementation of Health and Safety Policies within the area
* To be responsible for the selection of teaching materials, and the methods of teaching used by members of the Department in consultation with the Deputy Head Academic
* To keep, prepare and update the following departmental records:
* The department policy document
* The annual departmental review
* The department financial requirements and records of how budget is spent
* The scheme of work
* To be responsible for the display of English topics and work throughout the school
* Contribute to the collective ethos of the school by requiring high professional standards from colleagues and appropriate behaviour from students
* Contribute to the development of the school as a whole
* Ensure the learning environment in the department is of a high quality, and is tidy and safe
* Help maintain a calm and purposeful atmosphere around the school, in and out of classrooms, especially within his/her subject area(s)
* Attend all relevant meetings appropriate to their role, as specified by the school
* Carry out, following consultation, any other reasonable task determined by the Headmaster
* Ensure that the department is represented on all relevant school working groups

**Whole School**

* To support the aims, Christian values and ethos of the school
* To be committed to safeguarding children and to follow the School Safeguarding policy
* To share in the responsibility for the well-being and discipline of all pupils
* To play a full part in the life of the school community

**Responsibilities as a Teacher**

* To have high expectations whilst taking into account the ability range of the pupils; to differentiate work for more able and less able pupils according to their needs
* To attend Parents’ evenings as appropriate to discuss the children’s progress
* To write detailed subject reports at the end of the Autumn and Summer Terms
* To participate in INSET provided by the School during the period of employment
* To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal
* To keep records of INSET attended
* To take a full and fair part in the Staff Duty Programme which includes Sunday duties once or twice a year
* To be part of the school’s Personal Tutor scheme
* To set realistic, measurable and achievable personal targets as part of appraisal in consultation with the Head
* To attend School and Year group assemblies, staff meetings and pastoral meetings
* To be involved in Open Mornings, entrance testing, and induction mornings
* To run extra-curricular activities for pupils
* To take part in organising and supervising educational visits
* To make an active contribution to whole school events.

**Responsibilities as a Tutor**

* To provide pastoral support and advice for pupils in the tutor group. Helping pupils to develop socially and academically. To encourage their involvement in all areas of school life including extra-curricular activities.
* To monitor pupils’ attendance
* Contacting home when prolonged or unusual absences are unexplained
* Ensuring prompt receipt of letters from parents explaining absence
* Alerting the Deputy Head Pastoral to concerns over attendance and punctuality
* To monitor standards of appearance
* To ensure that correct items of uniform are worn by pupils
* To ensure that pupils are dressed correctly and smartly
* To monitor standards of behaviour
* To make sure that pupils move promptly and quietly to assembly and Chapel on

appropriate days and behave well during these and other formal School occasions

* To write pastoral reports on pupils in the tutor group. To collate and check pupils’ academic reports. To give out effort grades slips. To write up all incidents involving tutees and inform relevant staff by email
* To monitor the academic progress of all pupils in the tutor group, looking at the development of the whole child across the academic spectrum, using effort grades, attainment grades and standardised tests communicating concerns and discussing pupils regularly with the Deputy Head Academic
* To communicate with parents over their child’s academic progress and personal development regularly through the School’s reporting and parents evening system; building up a good relationship with the families of tutees which encourages informal contacts; in conjunction with other relevant staff, initiating meetings with parents to discuss their child’s academic progress or pastoral concerns
* To attend training provided by the school to improve professional pastoral skills

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school’s Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.