



# Job Description Head of English

The Head of English will be primarily responsible for leading and managing their curriculum area. Responsibilities will include:

## **Quality of Learning**

- Implementing the Faculty's School Transformation Plan (STP)
- Monitoring the quality of Schemes of Work throughout the faculty
- Checking that ARR policies are in place
- Monitoring student achievement through classroom observation and analysis of outcomes
- Ensuring the highest standards of teaching and learning of English throughout the School
- Over-seeing progression and continuity throughout key stages
- Aim to achieve top 10<sup>th</sup> centile performance targets for GCSE and A-Level based and achieve above top 25<sup>th</sup> centile.

## **Supporting Staff**

- Supporting team and individual professional development within English, Media and Film
- Develop and implement faculty specific strands within the STP and School Improvement plan
- Organisation of regular meetings to disseminate information and provide opportunities for team members to discuss issues
- Checking that staff who teach within the subject areas are provided with a SOW that shows progression and continuity. Heads of Faculty should also check to see that staff have access to a range of resources from which to teach.
- To assume line management responsibility for staff within the faculty
- To keep abreast of developments in educational thinking and research and update curriculum and teaching in line with developments

## **Ethos and Environment**

- To adhere to Health & Safety procedures as detailed in H&S policy
- To follow risk analysis procedures
- To conduct faculty premises audit
- To check that classrooms, corridors and displays are of a high quality

## **Deployment of Resources**

- To devolve capitation and resources in a fair and equitable manner
- To be responsible for the English Department budget, including planning, recording and reviewing expenditure as appropriate.
- To implement new resources in accordance with the STP

## **Whole School**

- To oversee policy and practice with regards to the delivery of whole-school literacy
- To undertake any other duties as may be required from time to time as negotiated with the Principal