The Head of English is expected to run the English academic side of a busy school and the following provides an overview of understood areas of responsibility:

**SUMMARY:**

As the new Head of English, you will be able to implement your own ideas and have a positive impact on the English curriculum in the school. You will reflect accurately with other teachers of English in the school through purposeful lesson observations and debriefing meetings to provide positive feedback for improvement. Your responsibilities will include delivering engaging and inspiring English lessons whilst using your exceptional organisational skills to undertake your management responsibilities. Part of your role as Head of English will include building on the strengths and addressing the weaknesses of your team by putting in place targeted and effective CPD.

**KEY AIMS OF THE ROLE**

* Share and contribute to the school’s vision, mission and values and communicate them successfully through effective management and positive behaviours.
* Actively promote and model good practice in equality and diversity, safeguarding and health and safety.
* Management and overview of the English curriculum and plans, including related website information.
* Keep abreast of new initiatives in teaching and learning in your field.
* Teach English to Years 5 & 6 to a high standard.

**SPECIFIC RESPONSIBILITIES**

**Leadership and Management**

* Responsibility for the delivery of a balanced English curriculum throughout the school in consultation with the Deputy Head and the Head.
* Updating, implementing and monitoring policies related to the broad English curriculum and ensuring compliance and implementation of policies.
* Ensuring all relevant academic information is kept up to date including all data on pupil progress in English.
* Monitoring of planning, book scrutiny, compiling evidence of work and giving feedback to SMT and to teaching staff.
* Contributing to the overall development of English in the school through the Development Plan.
* Contributing to the appraisal process as required through observation and feedback to both staff and the Head.
* Supporting the CPD process by mentoring staff in their development targets alongside the Deputy Head.
* Organisation and review of the school’s continuous assessment process including ordering of assessment materials for English.
* Meeting with teaching staff and TAs to discuss and implement English academic issues agreed at SMT.
* Running INSET sessions for staff.
* Running the whole school Book Day in conjunction with the Deputy Head.
* Preparation and overview of reading lists and overview of the library.
* Producing presentations on academic aspects of English in the school at governors’ meetings.
* Liaising with the Head and Deputy Head with regard to inspection requirements.
* Proof reading of school reports.

**Teaching and Learning**

* Teach and mark English in Years 5 and 6 in an exemplary manner and at the highest level.
* Prepare Year 6 children for competitive exams to London day schools.
* Share responsibility for the welfare and safety of all the children in the school including all matters relating to the safeguarding of children.
* Be aware of and implement all school policies and procedures.
* Provide in-class support through model lessons, team teaching, observation and feedback.
* Keep up to date with current educational initiatives.
* Take whole school assemblies when necessary.
* Write reports for parents and for senior schools as required.
* Attend parents’ meetings and other school functions.
* Attend staff and subject area meetings when required.
* Be a team player who proactively takes part in extra-curricular activities and whole school events.