



## **Job Description**

### **Head of English**

*This job description is not exhaustive and we retain the right to alter it in line with annual needs.*

The Head of English is expected to inspire a love of literacy and have the highest expectations of what pupils can achieve

#### **Role**

The Head of English is directly responsible to the Head of Blackheath Preparatory School for the management of the delivery of English to all pupils in the school

#### **Responsibilities**

##### Curriculum Management

- Outline clearly the aims and objectives of the English Department and develop policy and practice for the subject throughout the school
- Ensure the effective delivery of English throughout the School by co-ordinating teaching methods and resources to be used by those teaching the subject
- Ensure that colleagues have a sound understanding of the schemes of work
- Monitor the effective teaching and learning of English throughout the School through:
  - approval of individual planning
  - observation of teaching and learning
  - work scrutiny
- Review and organise appropriate assessment for English, track and analyse results to improve pupils performance
- Provide relevant information to parents about teaching of English
- Monitor the transition of pupils from Pre-Preps to Preps and liaise effectively with EYFS teachers
- Liaise with the Head of Learning Support and the Gifted and Talented Co-ordinator about specific pupils
- Have regard to expectations of Senior Schools for English in their entrance exam procedures and assist colleagues in meeting these expectations

### Professional Development

- Maintain personal exemplary standards of teaching (preparation, delivery etc) attending INSET as appropriate
- Ensure professional development of staff by means of internal or external INSET
- Encourage the use of ICT to enhance learning
- Gain and maintain a high level of subject expertise
- Provide NQTs or other new members of staff with appropriate guidance and support

### Budget & Resources Management

- Ensure that Departmental Budget is managed effectively and maintain resources needed by all areas of the school

### Specific Duties

- Oversee and manage the House Poetry Competition
- Organise visiting speakers, authors and illustrators for Book Week
- Organise appropriate activities for events such as World Book Day
- Encourage involvement in local and national literary competitions
- Liaise with the Library Co-ordinator about the Library, Book Fairs and other literary events