



## ***JOB DESCRIPTION: Associate Head of Department (English)***



Responsible to: Headteacher and, on a day to day basis, the Director of English.

The Associate Head of Department is a key figure in leadership and management of the curriculum and staff in the school. Taking account of the stated aims and policy of the school, s/he co-ordinates work in the Curriculum Area with a view to securing continuity, progression and differentiation in the curricular experience of all students. In addition the post holder should create a spirit of co-operation within the department so that all members of the department feel valued and supported.

The Associate Head of English takes a day to day operational role in the management of the whole English department. In addition, the post holder is responsible for the leadership and management of sixth form English.

The Assistant Head of Department represents the work of his/her department to the Governing Body, parents, students and other interested parties. Enthusiasm for the curriculum area concerned and commitment to student learning are key features of the role.

The Associate Head of Department also has considerable influence in promoting the values and ethos of the School.

### ***DUTIES***

The conditions of Employment for School Teachers (contained in the School Teachers' Pay & Conditions Document) specify the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. In recognition of the particular duties required of the holder of this post an allowance (currently, TLR 1c) is payable.

### ***PARTICULAR DUTIES***

#### **Leading, developing and enhancing the teaching practice of others:**

- a) Support the induction of new members of the department;
- b) Maintain personal expertise and share this with other teachers.
- c) Act as a role model of good classroom practice for other teachers, modelling effective strategies with them.
- d) Induct, support and monitor new subject staff
- e) Act as a performance management team leader for identified subject teachers
- f) Monitor students' attainment and achievement and work with subject staff to ensure good student progress;
- g) Promote high standards of teaching and learning throughout the department, and promote the image of the department within the school.

#### **Securing progress of students:**

- a) Identify appropriate subject achievement targets.
- b) Monitor and evaluate student standards and achievement against targets.
- c) Monitor and evaluate subject planning, curriculum coverage and learning outcomes.

- d) Monitor and evaluate standards of pupil behaviour and attitudes, and work with subject staff to ensure good student conduct.
- e) Plan and implement strategies where improvement needs are identified.
- f) Further good practice in response to students' special needs and the needs of students identified as being gifted or talented.

#### **Leading, managing and developing the curriculum area**

- a) Identify relevant subject improvement issues
- b) Define and agree appropriate subject improvement targets
- c) Evaluate the impact of all improvement activities on the quality of teaching and learning.
- d) Provide the Faculty Leader with relevant subject and pupil performance information.
- e) Ensure that appropriate work is set and other suitable arrangements made in the event of a teacher being absent;
- f) Set and sustain high standards of behaviour in all areas of the school for which the department is responsible;
- g) Carry out the role assigned to Subject Leaders in the school Behaviour Management and Reward policy.
- h) Evaluate and develop courses offered and methodology employed with a view to securing the best possible progress of students;
- i) Advise the Faculty Leader and other appropriate staff of the subject's needs in terms of teaching groups, staffing, the deployment of teachers and non-teaching staff and rooms.
- j) Write and update schemes of work and ensure they are implemented successfully and available for parents and other interested parties to see on request.
- k) Make a significant contribution to the Faculty development plan and formulate an appropriate subject action plan, professional development plan and resource needs analysis.

#### **Line management responsibility:**

- a) Ensure that performance management arrangements are effectively discharged for identified subject teachers.
- b) Monitor and evaluate the contribution and impact of subject staff to school improvement