

Job Description

Post Title:		HEAD OF ENGLISH
Purpose:	<p>Factors</p> <ul style="list-style-type: none"> a) • To improve progress of students within the whole curriculum area and to monitor and support student progress b) • To meet with the SLT to observe, celebrate and develop best practice in terms of pedagogy c) • To assist in the raising of standards of student attainment and achievement within the whole school, with attention to specific focus groups d) • To take a teaching and learning lead at whole-school level through coaching, innovating and disseminating. e) • To quality assure, and be accountable for, student progress and development within the subject area and lead on the quality of written communication across the school f) • To develop and enhance the teaching practice of others beyond the specific department. g) • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school h) • To be accountable for leading, managing and developing the subject/curriculum area i) • To complete the departmental SEF and contribute the school SEF where appropriate j) • To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio. 	
Reporting to:		Headteacher and Deputy Headteacher
Responsible for:		Teaching staff and other relevant personnel within the department.
Liaising with:		SLT, other Heads of Department, Curriculum Learning Tutors, the SENCO, and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.
Working Time:		195 days per year. Full time
Salary/Grade:		TLR 1a
Disclosure level		Enhanced

MAIN (CORE) DUTIES		
Operational/ Strategic Planning	a) <ul style="list-style-type: none"> • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department b) <ul style="list-style-type: none"> • The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources c) <ul style="list-style-type: none"> • To actively monitor, and follow up, student progress d) <ul style="list-style-type: none"> • To implement school policies and procedures e) <ul style="list-style-type: none"> • To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school f) <ul style="list-style-type: none"> • To lead and manage the Improvement Planning of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the school g) <ul style="list-style-type: none"> • To link with line managers to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission h) <ul style="list-style-type: none"> • To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager 	
Curriculum Provision:	a) <ul style="list-style-type: none"> • To liaise with the Deputy Head to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Self-Evaluation Plan 	
Curriculum Development:	a) <ul style="list-style-type: none"> • To lead curriculum development for the whole department b) <ul style="list-style-type: none"> • To keep up to date with national developments in the subject area and teaching practice and methodology c) <ul style="list-style-type: none"> • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels d) <ul style="list-style-type: none"> • To liaise with the Deputy Head to maintain accreditation with the relevant examination and validating bodies e) <ul style="list-style-type: none"> • To ensure that the development of the subject is in line with national developments 	

Staffing Staff Development: Recruitment/ Deployment of Staff	a) b) c) d) e) f) g) h) i)	<ul style="list-style-type: none"> • To work with the Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs • To be responsible for the efficient and effective deployment of the department's support staff • To undertake Appraisal Review(s) and to act as reviewer for a group of staff within the designated department • To make recommendations to the line manager regarding progression along appropriate spines (Main and UPS) • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the cover supervisor/relevant staff to secure appropriate cover within the department. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures • To promote teamwork and to motivate staff to ensure effective working relations • To participate in the school's ITT programme • To be responsible for the day-to-day management of staff within the designated department and act as a positive role model
Self-Evaluation:	a) b) c) d) e) f) g) h)	<ul style="list-style-type: none"> • To ensure the effective operation of self-evaluation systems • To establish the process of the setting of aspirational targets within the department and to work towards their achievement • To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department • To contribute to the school procedures for lesson observation. • To implement school quality assurance procedures and to ensure adherence to those within the department • To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria • To seek/implement modification and improvement where required • To ensure that the department's quality procedures meet the requirements of the SIP
Management Information:	a) b) c) d) e) f) g)	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system • To make use of analysis and evaluate performance data provided • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken • To produce reports within the self-evaluation cycle for the department • To produce reports on examination performance, including the use of progress data • In conjunction with the Deputy Headteacher, to manage the Department's contribution of data provision and collection • To provide the Governing Body with relevant information relating to the departmental performance and development.
Communications:	a)	<ul style="list-style-type: none"> • To ensure that all members of the department are familiar with its aims and objectives

	b) c) d)	<ul style="list-style-type: none"> • To ensure effective communication/consultation as appropriate with the parents of students • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies • To represent the department's views and interests
Marketing and Liaison:	a) b) c)	<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases • To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events • To actively promote the development of effective subject links with external agencies, as appropriate for the role
Management of Resources:	a) b)	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records • To work with the Deputy Headteacher in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed
Pastoral System:	a) b) c) d) e) f)	<ul style="list-style-type: none"> • To liaise with the appropriate Curriculum Learning Tutor • To monitor and support the overall progress and development of students within the department • To monitor students' attendance, together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary • To potentially act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description • To contribute to PSHE, citizenship, enterprise and collective worship (according to school policy) • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place
Teaching:	a)	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a teacher
Additional Duties:	a)	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example

Other Specific Duties:
<p>To continue personal development as agreed.</p> <p>To undertake any other duty as specified by STPCD not mentioned in the above.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>

Date: November 2016