

## **Hadlow Rural Community School**

### **Job Description**

<b>Post Title:</b>	<b>Head of English</b>
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### **Areas of Responsibility and Key Tasks:-**

In addition to the responsibilities noted below, the post has the job description and responsibilities of a classroom teacher.

#### **Possible Additional Responsibilities:-**

- To assist the Headteacher in the review and leadership of English
- To attend and contribute to staff and subject meetings
- To take part in and contribute in delivery of INSET
- To create and develop subject schemes of work
- To ensure that schemes of work have full curriculum coverage, continuity and progression
- To support the development and co-ordination of a system of assessment within English, including tracking and intervention of pupils
- To be responsible for the review, development and purchase of resources for your subject
- To support the pastoral work of the school as a teacher of your subject and if required, as a form tutor
- To perform an equitable share of duties
- To participate and attend meetings with parents and colleagues as necessary and required by directed time
- To participate in and support the school's Performance Management System
- Ensure the School's Health and Safety policies and regulations are adhered to by all staff and pupils.
- Work to promote and contribute to the School's Equal Opportunities Policies.
- Contribute and promote safeguarding at all times, to ensure the safety and security of pupils, staff and stakeholders.

This description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exhaustive definition. It may be subject to modification and the post holder may be required to undertake additional duties as required by the Headteacher



## Person Specification

<b>Post Title:</b>	<b>English Teacher (with subject Leadership opportunities)</b>
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		<b>Essential</b>	<b>Desirable</b>
	<b>Qualifications</b>		
1.	QTS	√	
2.	Good Honours Degree (2:1)		√
3.	Further Accredited qualifications and CPD		√
	<b>Professional Development</b>		
1.	Evidence of relevant CPD	√	
2.	Demonstrating an active role in the school beyond your own subject	√	
3.	Evidence of leading CPD for others	√	
4.	Demonstrating an active role in the wider community		√
	<b>Experience</b>		
1.	Experience of teaching in secondary schools	√	
2.	Evidence of good teaching	√	
3.	Evidence of good outcomes for pupils in your care	√	
4.	Leading teams of staff to unified success		√
5.	Evidence of outstanding teaching		√
6.	Evidence of outstanding outcomes for pupils in your care		√
	<b>Knowledge &amp; Skills</b>		
1.	Thorough knowledge of your subject's curriculum and assessment levels	√	
2.	Ability to work as part of a team	√	
3.	Ability to teach to A Level		√
4.	Understanding of equal opportunities issues in an education context	√	
5.	An understanding of safeguarding and its importance within a School environment.	√	
6.	Understanding of student performance data and its use in raising achievement.	√	
7.	Ability to analyse and evaluate data	√	
8.	Knowledge of effective strategies to maintain and raise achievement	√	
	<b>Personal Attributes</b>		
1.	Organisational ability and a reflective practitioner	√	
2.	Flexibility, enthusiasm and commitment	√	
3.	High expectations of students and high standards of your own work	√	
4.	Suitable to work with children.	√	
5.	An excellent attendance record	√	