



## **YATELEY MANOR**

### **JOB DESCRIPTION: HEAD OF DEPARTMENT (English)**

<b>Job Description:</b>	Head of English
<b>Reporting to:</b>	Immediately responsible to the Academic Deputy and through him to the Headmaster.
<b>Key Purpose of the Role:</b>	Responsible for the management of all matters pertaining to English across the whole school, leading the development of the subject and ensuring progress of children throughout.
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<b>Date:</b>	March 2018

#### **Summary:**

The Head of History will have overall responsibility, under the Deputy Head (Academic):

- For the quality of teaching across all year groups
- For modelling best practice in the subject
- To manage departmental assessment of pupil progress
- To assist in the professional development of subject staff
- To promote the subject within the school and within the community

#### **Key Accountabilities:**

##### **1. Teaching and Learning Responsibilities**

1.1 In addition to the responsibilities listed below this post will have the job description and responsibilities of a Classroom Teacher.

1.2 To provide a model of good practice by teaching across the age and ability range, expecting and securing the highest standards of behaviour, work and attainment from pupils, commensurate with their ability.

1.3 To establish the highest standard of teaching, learning and attainment across the subject, commensurate with the abilities of the students measured against baseline and benchmark data.

1.4 To comply with school policy and formulate subject policy regarding aims and objectives, schemes of work, target setting, teaching and learning, homework, examinations and assessment.

1.5 To write, maintain and update the subject aims and objectives and schemes of work to reflect the requirements of school policy, the National Curriculum, Common Entrance (CE), syllabuses of those schools which are not part of the CE system, and the scholarship requirements of those schools for which the school

may have candidates. These schemes should be accessible working documents indicating clearly to all interested parties the work that pupils in any group are undertaking such as topics for study, the pupils' learning activities, any cross-curricular linking, and the National Curriculum Attainment Targets and levels covered.

The schemes should afford continuity, avoid unnecessary repetition, provide for a range of learning activities, meet National Curriculum requirements as far as possible, and prepare pupils for CE, other entrance exams, and, where appropriate, scholarship exams. Schemes of work will need to be reviewed annually.

Heads of Department are responsible to the Academic Deputy Head for department documentation.

1.6 To ensure every member of staff in the subject is aware of the subject aims, objectives and schemes of work and to monitor their implementation in the classroom.

1.7 To oversee and monitor teachers in the planning and preparation of lessons, the setting of homework, assessment and record keeping.

1.8 To be responsible for the range of teaching styles and approaches used within the subject, advising on good practice in teaching and classroom management.

1.9 To liaise with the Learning Support Department to identify pupils with special educational needs and to develop differentiated teaching methods and resources appropriate to the learning needs of all pupils.

1.10 To provide appropriate, fresh, up-to-date teaching materials: on the virtual learning environment, textbooks, reference books (both in subject rooms and in the Library), pupils' notes, reading lists, practice exam papers, and audio-visual aid such as DVDs, computer programs, posters and artefacts.

1.11 To be responsible for the resources used within the subject, including audio-visual resources and computer equipment, and to support and advise on good practice in the use of subject resources.

1.12 To manage departmental assessment of pupil progress: examinations, testing and marking of work. The collation of the test results, and, where necessary, the entering of them on record cards, and their circulation to all interested parties. Exam results each term should be forwarded to the Academic Deputy Head. To ensure that assistant staff are familiar with the requirements for half-term and end-of-term reports, and that master sheets of end-of-term report grades are passed to form teachers. The Head of Department should also be in possession of each form's master sheet. To record and monitor pupil progress and ensure pupils' work is marked and assessed regularly and assessment sheets and reports are completed by the agreed dates.

1.13 To ensure that subject accommodation, classrooms and corridors are kept safe, clean, litter free, attractive and educationally stimulating; with displays that are regularly updated and in good condition.

1.14 To accept responsibility for the conduct and behaviour of pupils in the subject, in accordance with the School Discipline and Behaviour Policy, and school policy on classroom expectations.

1.15 To ensure health and safety regulations are understood and adhered to by staff and pupils and subject health and safety matters are reported to the Bursar. To be the departmental representative on the School Health & Safety Committee.

1.16 To encourage pupils in the subject to develop their interest in the subject/s by promoting opportunities for involvement outside lesson time, in school clubs.

1.17 To manage the arrangement for setting within the department

1.18 To establish curricular links with schools to which the school regularly sends pupils.

## **2. Staff Development Responsibilities**

2.1 To advise on the responsibility structure in the subject and to delegate duties in accordance with the school management structure.

2.2 To participate in school procedures for ensuring that job descriptions are up to date.

2.3 To participate in the appointment procedure for new staff in the subject.

2.4 To assist in the professional development of subject staff by induction, guidance, advice and oversight of work.

2.5 To keep department staff aware of developments in the subject: National Curriculum reports; Area Meetings; HMI papers; CE exam changes etc.

2.6 Where appropriate, to assist in the professional development of staff across the department and the school by dissemination and contributing to the whole school programme of staff development and training.

2.7 To supervise student teachers and teachers in their induction year, prepare reports and liaise with the Academic Deputy. The Head of Department should arrange to meet regularly (two or three times per term) with the new member of staff during his/her first year to discuss work.

2.8 To co-ordinate subject INSET in accordance with the Staff Development and Training Policy.

## **3. General Management Responsibilities**

3.1 To comply with all school policies and formulate subject policies as required.

3.2 To lead and manage the subject team of teachers, student teachers and support staff in all matters pertaining to the work of the subject.

3.3 To call regular, formal department meetings (at least one per term) to discuss the work of the department. Such meetings might be concerned with: examinations; new resources; new areas of the syllabus; up-dating schemes of

work; individual children; the sharing of techniques etc. Minutes of such meeting should be passed to the Deputy Head (Academic).

3.4 To prepare, review, revise and disseminate subject documentation, including the subject handbook and/or contributing to the faculty handbook.

3.5 To prepare, review, revise and disseminate a subject development plan that supports and advances the work of the school development plan, and the subject including where appropriate subject development funding bids.

3.6 To comply with school budget procedures, including where required the preparation of an annual budget plan and accountability for subject procedures to manage, monitor and maintain accurate subject accounts within budget constraints.

3.7 To ensure that the recording, monitoring and control of the acquisition, storage, maintenance and use of subject resources, materials, books and equipment occurs in accordance with school policy.

3.8 To take part in school procedures for monitoring, evaluation and review.

3.9 To oversee subject examination and assessment procedure, including where appropriate ensuring subject representation at the start and finish of public examinations.

3.10 To contribute to the school programme of cross-curricular provision as required including whole school policies that affect the Department (for example the use of libraries, technology, homework, marking) and ensuring the Department adheres to these policies.

3.11 To promote the subject within the school and within the community, by laying on special events for the children, parents or both. To maintain the display of subject work in the school.

3.12 To ensure work is provided for classes when subject teachers are absent.

3.13 There is a general duty on all staff and on those who hold management responsibility for the determination, implementation and review of school policies and procedures in particular, to be proactive in ensuring that school policies on equal opportunities and race equality impact on the functions of the school.

3.14 To visit the range of Year groups across the school regularly and when necessary to observe the work and speak to the teachers involved with the subject. Such visits should be arranged with the Deputy Head (Academic) so that cover where necessary can be arranged. Brief notes of such visit should be passed to the Deputy Head (Academic).

3.15 To deal with queries from parents or other interested parties relating to the work of the department.

#### **4. Consultation and Information Responsibilities**

4.1 To consult as required with the Deputy Head (Academic ) and Headmaster concerning the work of the subject area.

4.2 To represent the subject at appropriate directed time meetings, contributing to whole school decision making and disseminating through subject meetings as appropriate.

4.3 To chair regular subject meetings.

4.4 To co-ordinate the provision of information to parents and colleagues about the work of the subject and the progress of pupils.

4.5 To provide relevant information on subject timetable requirements and to help organise the subject timetable in conjunction with the Academic Deputy.

### **Measures (Key Performance Indicators):**

#### **Teaching and Learning Responsibilities**

- i. The quality of subject teaching across the school meets expectations and is conducive to excellent learning for the pupils.
- ii. All staff teaching the subject are fully informed of plans and developments in the subject.

#### **Staff Development Responsibilities**

- iii. New staff are inducted well.
- iv. The quality of teaching across the subject is led effectively.

#### **General Management Responsibilities**

- v. Policies and plans are completed on time and to expectations.

#### **Consultation and Information Responsibilities**

- vi. Stakeholders are well informed of developments and progress in the subject.

### **Key Skills and Experience:**

- 1. Significant teaching experience (with QTS) with outstanding record as teacher, with excellent knowledge of subject curriculum requirements
- 2. Ability to inspire, engage and drive performance improvement
- 3. Outstanding interpersonal skills with evidence of ability to communicate in the appropriate style with colleagues, pupils, parents and external agencies
- 4. Competent, confident and inspirational presenter
- 5. Highly analytical with experience of leading and managing innovation and change and developing short, medium and long term strategies
- 6. High level of IT literacy.

### **Key Interfaces:**

Deputy Head (Academic): responsible for the best quality of teaching and learning across the school.

Teachers: responsible for the teaching of the subject to the highest possible quality.

**Operating Environment and Context of the Role:**

The Head of Department is responsible for the management of all matters pertaining to the subject across the whole school, leading the development of the subject and ensuring progress of children throughout.

**Safeguarding:**

Yateley Manor School complies fully with the DfE Guidance *Keeping Children Safe in Education* and is committed to safeguarding and promoting the welfare of children. The post holder is expected to share this commitment and comply with all associated internal policies and procedures.

Applicants will be required to undergo child protection screening, including checks with past employers and the DBS.