**THE SWAMINARAYAN SCHOOL**

**Person Specification**

1. Graduate in English or related subject
2. Experience of teaching A Level English Literature
3. Familiar with current trends in the teaching of English
4. Sympathetic to the Hindu Ethos of the school
5. Ability to lead a department a very successful department

**JOB DESCRIPTION: HEAD OF ENGLISH**

Duties and Responsibilities

\* To carry out the duties of a qualified class teacher as specified by the Head.

\* To take full responsibility for the management and development of the department.

\* To take a lead in the writing of Schemes of Work for their department.

\* To contribute to the curriculum development of the school, in accordance with the policy statements of the school and as far as possible the regulations of the National Curriculum.

\* To work with Head in initiating staff appraisal and professional development in the department.

\* To communicate clearly both orally and in writing, and to encourage effective communication in the department.

\* To actively support the Hindu ethos of the school.

\* To monitor the resources of the department and make bids for budget requirements for each year when requested by the Head.

\* To share in the promotion of the established discipline policy of the school.

\* To take responsibility of all health and safety matters pertaining to the department and keep the Head informed.

\* To organise and delegate responsibilities as and when required to the department members.

\* To organise departmental INSET as and when need is identified.

\* To set up a clear reporting and monitoring procedure within the department.

\* To keep the head informed of the general progress of the pupils in the department.

\* To hold regular meetings with department members.

\* To organise the display of pupils’ work in classrooms and corridors.

\* To be aware of all developments within the subject areas and attend INSET courses to keep abreast of them.

\* To write the job descriptions of all staff members in the department.

\* To write the Department Handbook.

\* To welcome those unfamiliar with the school environment.

\* To act as House Tutor.

\* To attend all Prize Days(Prep. and senior), Open Days and Summer Fair