

## A Foundation Specialist School

### Job Description: Head of English

**Supervisory Responsibilities:** HLTA (English), 3 Subject TAs & support to Primary Teachers

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<b>Grade:</b>	<b>MPS/UPS + TLR + SEN</b>
<b>Responsible to:</b>	<b>Principal/Deputy Principal</b>

The post is subject to the conditions of service set out in the current School Teachers' Pay and Conditions Document. The post holder is required to integrate the principles of the Children Act (1989) into everyday work and practices.

#### **Purpose of the job**

- Under the overall direction of the Principal:
  - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement in English
  - proactively manage staff and resources across the school
  - work with the senior leadership team to develop and embed a robust moderation, evaluation and review process for English
- To monitor and analyse data providing appropriate reports
- Carry out the professional duties of a teacher
- Lead on English teaching for the whole school
- Take responsibility to performance management of staff within the English department.
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

#### **Main duties and responsibilities**

##### **1. Shaping the future**

- Support the Principal and governors in establishing an ambitious vision and ethos for the future of the school
- Play a role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- Promote a culture of independence within the school community where all views are valued and taken into account

## **2. Leading teaching and learning**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Principal to raise standards through staff performance management
- Assist with the development and delivery of training and support for staff
- Lead the development and review of the English curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school
- Ensure through leading by example the active involvement of pupils and staff in their own learning

## **3. Developing self and others**

- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school and those being trained within the school as appropriate
- Participate in the selection and appointment of teaching and support staff as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Work with the senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate
- Lead the annual appraisal process for all identified support and teaching staff

## **4. Managing the organisation**

- Contribute to regular reviews to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- Manage HR and other processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the school team
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties, reasonably delegated by the Principal

## **5. Securing accountability**

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance

- Contribute to the reporting of the school's performance to the school's community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

#### **6. Strengthening community**

- Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate within the school.
- Organise and conduct meetings where appropriate with keyworkers, the health team, social care, parents and carers to ensure positive outcomes for all parties
- Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and

Other duties and responsibilities commensurate with the role