



## **JOB DESCRIPTION – Head of English**

**Managerial Level:** Head of Department

**Responsible to:** Headmaster, Head of Academic Development

**Line Management responsibilities:** English Teachers

### **Purpose of the Post**

The Head of English is responsible for leading and overseeing English at Dolphin School and will be an outstanding teacher with a passion for the subject and the ability to inspire and motivate children. He/she will manage and motivate the English department staff to plan and deliver dynamic and effective lessons of the highest quality.

### **Main tasks and responsibilities**

#### **General**

- Developing a clear overall strategic plan for the English department
- Providing inspirational and dynamic leadership of the department
- Raising the profile of English and reading across the school
- Promoting the importance of English across the whole school community
- Actively encouraging pupil participation in literary activities across the school

#### **Management of Department**

- Regular observation of English department staff with constructive feedback sessions, including the encouragement of a culture of peer observation
- Supporting all members of the English department and ensuring an effective team is maintained, nurtured and deployed to best effect
- Overseeing all aspects of the teaching and development of English Language and Literature
- Creating and updating all schemes of work and the departmental handbook
- Holding and chairing regular formal departmental meetings, setting agendas and creating action points
- Producing and maintaining a Department Handbook (containing policies, syllabi, teachers, results, IT needs)
- Having overall responsibility for the department budget, including resources and trips
- Engaging in regular inter-departmental discussions to encourage and enable cross curricular links wherever possible
- Completing a Departmental Development Plan on an annual basis

- Ensuring consistent assessment and record keeping of pupils' work across the Department
- Attending and contributing to Head of Department meetings
- Liaising with the Headmaster over any staff recruitment, deployment and timetabling requirements for the department
- Regular liaison with Head of Lower School and SenCo to discuss English teaching in Y.1-3 and SEN department, ensuring a coordinated approach across the school

### **Teaching & Learning**

- Providing a lively and stimulating English classroom where high quality learning can take place
- Keeping up to date with developments in English teaching, Common Entrance/ Scholarships and promoting English where appropriate via day and residential trips, lectures, visiting speakers etc
- Actively seeking out opportunities to organise and run English department day trips and to incorporate an English element into residential trips
- Cultivating and nurturing a culture and love of reading amongst the pupils
- Liaising and working closely with the Librarian to achieve this through author visits, book days, book festivals
- Setting and marking internal and end of year English exam papers

*September 2017*