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| **LONGACRE SCHOOL** |
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 **Head of English Job Description**

**Post Summary:** The Head of Department will be responsible for the strategic leadership of the English department and all staff teaching the subject. He/she will encourage and build excellent relationships between the staff involved in teaching across the whole school (EYFS – Key Stage 2). He/she will work closely with the Head and the SLT. He/she will fulfil the role of a full-time Teacher in addition to his/her functions of a Head of Department as detailed below.

**Post Holder:**

**Report to:** The Head but delegated to the Director of Studies on a day to day basis.

**Head of Department Generic Tasks:**

1. **Facilitate the day to day working of their area of responsibility by:**
2. Operating within the School’s framework, devise subject policy and strategy for the smooth running of their area of responsibility;
3. To ensure the smooth transition for the children between the different key stages and promote strong links with Early Years and Key Stage 1;
4. Completing an annual self-evaluation of the department, action agreed changes and contribute to the School Development Plan;
5. Co-ordinating the monitoring of pupil performance and setting pupils where appropriate;
6. Co-ordinating the department re: marking, assessment, recording and reporting policies in accordance with School policy on these matters;
7. Liaising with the Director of Studies, Head of Pre-Prep and the Head of Learning Support;
8. Attending meetings convened by the Senior Leadership Team and provide information on their area of responsibility;
9. Ensuring equality of access to all subject resources across the School;
10. **To encourage ‘good practice’ by:**
11. Updating the curriculum action plan for English which contributes positively to the School Development Plan and which actively involves all teachers of English;
12. Demonstrating outstanding teaching and act as a pace setter to other staff teaching English across the school;
13. Leading the monitoring of the quality of learning and teaching and children’s achievement, across the school, through learning walks, lesson observations and work scrutiny:
14. Promoting cross-curricular links with other subjects;
15. Holding Departmental Meetings and keeping of accurate minutes;
16. Ensuring appropriate provision for children with SEN;
17. Ensuring that the School’s SEN Policy, EHCPs are followed and supported.
18. Undertaking continuous professional development in the relevant areas, including subject knowledge and teaching methods.
19. Keeping up to date with current educational practice and developments.
20. Fully participating in the School’s appraisal process.
21. **Prepare for all pupil assessments by:**
22. Supporting the Director of Studies in analysing assessment data effectively to monitor pupil progress and identify any areas for further development;
23. Ensuring that parents are well-informed about the English curriculum, their child’s learning and development, individual targets, progress and achievement;
24. Co-ordinating the production, distribution and administration of appropriate assessment materials in consultation with the Director of Studies and Head of Pre-Prep;
25. Co-ordinating the provision of extra lessons as required, including Master classes.
26. **Facilitate the long-term working of the Department by:**
27. Preparing and monitoring budgets;
28. Supervision of all resources within the Department;
29. Working with the designated Health and Safety Officer to ensure Health and Safety requirements are appropriately risk assessed and managed;
30. Liaising and fostering links, liaison with external bodies, community links, fieldwork, visits, feeder schools, and business;
31. Organising out of school visits, workshops and where relevant, hosting internal festivals and events;
32. Managing support staff and contributing to their appraisal where appropriate.
33. **Functioning as a classroom practitioner by:**
34. Engaging in lunchtime and break supervision;
35. Assisting in cover of absent staff;
36. Preparing reports throughout the academic year and attending parents’ consultations;
37. Attending staff meetings and INSET days;
38. Attending other functions, such as Open Days and Speech Day when required;
39. Providing extra-curricular activities once a week in addition to master classes where applicable.

**Head of Department Specific Tasks:**

1. Overseeing the ‘Pupil Newspaper’, editing to publication standard;
2. To ensure progression in all children’s reading in conjunction with the School Librarian;
3. Leading a whole school programme of handwriting;
4. Arranging Author visits / World Book Day;
5. To stay aware of events and literacy competitions from which children could benefit e.g. BBC Radio 500 words and SATIPS handwriting.

***This is not an exhaustive list and there may from time to time be other matters that will be involved in the fulfilment of this role.***

Signed: ……………………………………. Date: ……………………………

 Head of Department

Signed: ……………………………………. Date: ……………………………

Head

**Longacre School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Barring Service. Please note that employment will not commence until a satisfactory DBS clearance has been received. Longacre School is an equal opportunities employer.**

**Terms and Conditions**:

**Start date:** September 2019/Jan 2020

**Salary:** Competitive and reflecting the significant responsibilities of the post. Longacre has its own pay scale.

**Pension contributions:** The School pays into the Teachers’ Pension Fund.

**Fee Discount:** Fee remission of 50% is available for children of the post holder who attend Longacre.