**Job Description**

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| Job Title | Head of English |
| Reporting to | Head of Secondary |
| Salary | In the criteria for placing staff on the scale is the point \_\_\_ |
| Job Purpose | To teach English at Key Stage 3, IGCSE and IB Level |

**Main Responsibilities**

* Lead the development of the English curriculum.
* Model and promote best practice in teaching and learning in the department with a specific focus on implementing High Performance Learning (HPL).
* Promote the development, implementation and evaluation of teaching and learning strategies to maximise student outcomes.
* Support the development and use of appropriate, high-quality resources for teaching and learning.
* To lead, develop and enhance the classroom practice of others in teaching, learning and assessment.
* Monitor (including the use of data) and follow-up student progress to support the identification of appropriate interventions where necessary.
* Play a key part in the development and implementation of the School Improvement Strategy (SIS) via the setting of departmental targets.
* Keep up to date with developments in the English curriculum at Key Stage 3, IGCSE and IB in order to promote and implement any necessary changes.
* To act as a line manager in the performance management cycle within the school to ensure an effective and robust appraisal system.
* Play a full part in the life of the school community, supporting its vision and values.

**Person Specification**

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| **Qualifications** | **Essential** | **Desirable** |
| Educated to degree level |  |  |
| Qualified Teacher Status |  |  |
| **Experience** |  |  |
| Minimum of 2 years’ experience in professional field |  |  |
| **Professional Knowledge and Understanding** |  |  |
| Must have a sound knowledge of English |  |  |
| Understand English curricular demands at Key Stage 3, IGCSE and IB |  |  |
| **Professional Skills and Abilities** |  |  |
| Effective communication and interpersonal skills |  |  |
| Organisational and planning skills |  |  |
| **Personal Qualities** |  |  |
| Flexible and adaptable in approach to different situations |  |  |
| Able to manage own workload effectively |  |  |
| Personal commitment to own professional development and lifelong learning |  |  |
| Open-minded, inclusive and tolerant towards others |  |  |
| Be well-motivated, have integrity and observe confidentiality |  |  |