



THE KING'S SCHOOL

GRANTHAM

HEAD OF DEPARTMENT - ENGLISH Job Description and Person Specification

Grade

TLR 1B

Responsible to

Senior Leadership Team Link.

Responsible for

Standards of Teaching and Learning in the classes taught in the Department.

Principal function

To lead and manage the teaching of English.

To provide strategic direction for the development of the English Department.

To provide leadership which secures:

- High quality teaching.

- Effective student learning.

- An effective and engaging English curriculum.

- The highest possible standards of achievement for all students.

- Effective use of resources.

- Recognition of training needs of self and members of the Department in liaison with the Assistant Head Teacher responsible for the continuous professional development of staff.

- Effective self-review and evaluation.

Maintenance of an up to date subject Self Evaluation Form.

Account for the work of the Department to the Governing Body.

Teaching and Learning

Have enthusiasm, energy and passion for English to inspire students to develop a love of learning.

Use a variety of teaching methods to stretch and challenge each student. Lessons adapted to meet the individual needs of students.

Ensure that cross-curricular ICT, Literacy and Numeracy are reflected in the teaching and learning experience of students.

Set and mark homework in accordance with school policy and the homework timetable.

Set and maintain high standards of student work in the classroom giving due consideration to any student whose work is exceptional or giving cause for concern.

Ensure students work and behave well in class and deal with unsatisfactory work or behaviour in accordance with school policy.

Liaise with Heads of Year in relation to the students' academic performance and personal development and where necessary, communicate with parents.

Provide suitable work for classes to do in the absence of the class teacher.

Maintain a stimulating learning environment. Keep classrooms tidy and arrange for appropriate displays of students' work.

Contribute to extra-curricular activities.

Develop leadership in other colleagues through team working and delegation of tasks.

Participate in the appointment of a new member of staff to the school.

Assessment

Assess student work in accordance with statutory requirements, school policy and examination board requirements.

Analysis of external examination results for whole cohorts and for specific groups of students.

Use agreed subject assessments to diagnose student strengths and areas for development.

Maintain a record of student attainment.

Use data to monitor student progress and implement intervention strategies where appropriate.

Write student reports, complete progress checks and attend meetings with parents as required.

RESOURCES

Maintain up to date Schemes of Learning for each year group and lead curriculum development across the department.

Contribute to whole school policy making.

Develop a learning culture with teaching staff in order to share practice and maintain a dialogue about teaching and learning within the subject.

Advise the Head Master through the Senior Leadership Team Link on the need for curriculum development within the subject to ensure that the courses are relevant to the needs of the students. Assess new curriculum developments and teaching techniques to see if they are relevant to the Subject and consistent with school policy.

Provide subject specific enrichment activities.

SAFEGUARDING

Follow school safeguarding procedures and promote the welfare of the boys.

GENERAL

Comply with the National Standards for Teachers.

Form effective relationships with students, teaching staff, non-teaching staff, parents and other professionals.

Attend subject meetings and teaching staff meetings.

Be familiar with, and adhere to, the school's Health and Safety policy and undertake risk assessments as appropriate.

Contribute to the production of displays and activities for occasions when the school is open to prospective parents or to the public.

Undertake duties before school, at break, and after school according to the school rota.

To undertake any other duty as specified by School Teachers' Pay and Conditions Document not mentioned above.

This job description is current at the date shown.

Note:

This job description is current at the date shown but it may be modified by the Head Master, in consultation with you, to reflect or anticipate changes in the job, commensurate with the grade and job title.

This job description does not form part of the contract of employment. It describes the way that the post-holder is expected and required to perform and complete the particular duties as set out above.

Agreed by:

Date:

PERSON SPECIFICATION

The following criteria will be used in the selection of the post.

		Essential	Desirable	Assessed by
Experience	Exemplary classroom practitioner.	✓		A/I
	Proven track record of external examinations success.	✓		A
	Teaching English at A Level.	✓		A
	An awareness of curriculum and assessment issues relating to English.	✓		I
	Adapting lessons to meet the needs of both individuals and groups of students.	✓		A/I
	An understanding of Health and Safety issues relating to subject specific trips and visits.		✓	A/I
	Experience of leading and managing teachers towards a common goal.		✓	A/I
Qualities, values and skills	A clear educational philosophy that underpins pedagogy to support the characteristics of high quality teaching and effective learning.	✓		A
	A passion for your subject and an ability to lead and inspire students and staff.	✓		A/I
	The ability to evaluate and adapt to new educational initiatives as appropriate.		✓	A
	An ability to establish clear expectations, and constructive working relationships amongst staff and students.	✓		A/I
	Evidence of working through sequences of lessons and developing schemes of work.	✓		A
	Ability to analyse student progress data and formulate intervention strategies in order to raise standards.	✓		A
	An ability to self-review, evaluate, plan strategically and implement a process.	✓		A/I
	Good communication skills.	✓		I
	A sense of humour and ‘can-do’ attitude.		✓	I
	A drive to extend the curriculum beyond the classroom and use external organisations.		✓	A/I
High level of emotional intelligence and resilience.		✓	I	
Qualifications and Training	A Level 6 qualification e.g. a Bachelor's degree in English or a related subject.	✓		A
	Qualified Teacher Status.	✓		A
	Up to date subject knowledge and skills.	✓		A
	IT literate with experience of IT use within teaching, learning and resource management.	✓		A
	Enhanced DBS.	✓		A
	Appropriate Continued Professional Development (CPD).		✓	A

A – APPLICATION, I – INTERVIEW