

Job Description (Head of Department)

Every moment focused on success

- To ensure every child is happy, healthy and fit.
- Create a shared vision, communicate it effectively to the team and monitor and evaluate the implementation
- To lead the English Department staff and ensure good practice takes place.
- Ensure the English team implements and follows School policy and procedure and that staff within the subject area are both supported and held to account for implementing School policy and securing high standards in their classrooms.
- Use data to agree appropriate improvement targets with SLT
- Plan and implement strategies where improvement needs are identified
- Monitor and assess pupil progress across the subject and address underperformance where necessary
- Ensure the English department is a self-evaluating and self-improving subject area

Every day an opportunity

- To ensure the effective day to day management of the English curriculum including deployment of staff and resources and making appropriate arrangements for classes in the event of staff absences for effective continuation of pupils' learning.
- To promote and monitor, within the department, school policies related to issues of literacy, numeracy and the use of ICT; homework; lesson planning; and matters of health and safety
- To provide opportunities to raise the profile of English through extracurricular activities and offsite trips

Everyone valued

- Set aspirational targets for members of the English Department and ensure they are consistently referred to and reviewed.
- Monitoring of performance and professional development of staff teaching within the department, in conjunction with SLT and in line with the QA policy.
- Hold meetings to share good practice
- To support and assist colleagues to ensure that they understand and are actively implementing the key aspects of the School's Learning and Behaviour policy.
- Promote and model restorative approaches
- Any other reasonable tasks or duties assigned by the headteacher

Personal Specification

Qualifications and Experience	Essential or Desirable	Evidence Source
Qualified Teacher Status	Essential	A
Enthusiasm for English, and the ability to communicate this enthusiasm to students	Essential	A, I
A willingness to offer extra-curricular activities	Desirable	A, I
Knowledge, skills and abilities	Essential or Desirable	Evidence Source
Good academic knowledge and understanding of English language and literature	Essential	A, R
Good pedagogical knowledge and understanding of English. Particularly in relation to progress and student outcomes.	Essential	A, R
Good behaviour management skills	Essential	A, R
Effective planning and organisational skills	Essential	A, R, I
Effective written and spoken communication skills	Essential	A
Personal Qualities	Essential or Desirable	Evidence Source
An effective team worker	Essential	A, R
Professionalism	Essential	A, R
Resilience	Essential	A, R
A 'can do' attitude that embraces change	Essential	A, R
A reflective practitioner always seeking to improve performance	Essential	A, R
Commitment to outstanding inclusive comprehensive education	Essential	A

* Method of Assessment: A = Application Form; I = Interview; R = Reference

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.