



JOB DESCRIPTION

Job Title: Head of English

Line Manager: Headteacher

Main Duties/Responsibilities

All staff are expected to work in a partnership with parents/carers and have an eager commitment to liaise with them at every opportunity. Staff are also expected to promote the school at all times and to read school policies and handbooks and sign to say this has been done on an annual basis.

Head of English

1. To foster a love of English throughout the school.
2. To deliver the programme of English teaching.
3. To organise and deliver extra-curricular English activities.
4. To assess potential English scholars at 11+.
5. To arrange trips and visits to events which enhance the pupils' love for, and understanding of, literature.
6. To liaise closely with the Head of English at Claremont Senior School on curriculum development.

Teaching

1. To plan, deliver and evaluate English lessons for pupils recognising the needs of individual pupils and provide activities to meet their needs.
2. To teach each lesson, according to the educational needs of the pupils that are assigned to him/her, including the setting and marking of work. If necessary or applicable this will be with close liaison with HODs.
3. To assess, record and report on the development, progress and attainment of pupils in line with school policy.
4. To provide learning objectives and targets to their pupils and ensure work is marked clearly and in accordance with the school marking policy.

5. To provide and/or contribute to oral and written assessments, reports and references relating to individual pupils, groups of pupils or issues in the school.
6. To liaise with the Learning Support department and to differentiate as appropriate for both Gifted & Talented and less able pupils.
7. To liaise with support and specialist staff as necessary.
8. To develop cross curricular links.
9. To be involved with clubs and activities as required.
10. To liaise regarding budget/ordering of equipment in line with school policy.
11. To select students for prizes as required and to celebrate display/publish work of a high standard.
12. To create a stimulating and safe classroom environment and ensure displays are changed at least each half term.
13. To ensure commitment to safeguarding and train in line with government policy.
14. To attend termly INSET as directed by the Headteacher and find and promote opportunities for CPD in agreement with the Headteacher.
15. To provide leadership and firm discipline and work within the school behaviour policy guidelines.
16. To attend and contribute to planning meetings if invited.
17. To take part in and/or organise school trips and whole school events e.g. sponsored walk, House challenges and Sports Day.
18. To attend staff meetings and weekly briefing.
19. To be available for events for parents including consultation evenings and informal suppers and to support marketing activities or additional events such as Open Mornings.
20. To review performance through the appraisal system and have a desire to upskill and develop teaching of self and of others.
21. To undertake break, lunch and prep duties in line with the school policy and cover for absent colleagues as necessary.
22. To make records and reports on the social and personal needs of pupils to the Pastoral Heads if deemed necessary.
23. To communicate and co-operate with groups outside the school if a child is under assessment, liaising with the SENCo.
24. To contribute to pupils' spiritual, moral, social and cultural development.
25. To contribute to the school weekly Newsletter, SMSC folder and website updates.