

## Job Description: Head of English

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**Responsible for:** Leadership and management of the English department and all relevant personnel within the department.

**Responsible to:** Agreed member of Senior Leadership Team.

### **MAIN PURPOSE OF THE POST**

In addition to those professional responsibilities which are common to all teachers in the Academy, the post holder's key accountability will be for raising standards of teaching, learning and achievement within the English department.

### **PROFESSIONAL RESPONSIBILITIES**

The post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

#### **Making an impact on the progress of students within English and literacy across the Academy**

- To ensure that students experience an educational programme that is personalised to their particular needs identified through a robust assessment system
- To raise standards of student achievement within the department, with a willingness to accept responsibility and accountability for student outcomes
- To monitor and evaluate the quality of teaching, learning and assessment within the department through the application of the Academy's Quality Assurance programme
- To ensure that teaching, learning and assessment within the department is of a consistently high standard and provides challenge and excitement
- To ensure a range of data is used to track and monitor the progress of individual students and groups of students (including vulnerable groups)
- To ensure that progress data and professional predictions are accurate, as a result of robust standardisation and moderation
- To design, implement and evaluate appropriate interventions for individual students and groups of students
- To lead the development of the curriculum within the department, including the development of schemes of work by subject specialists

- To strategically lead, and support, the development of positive learning behaviours within the department and across the Academy

### **Leading, developing and enhancing the teaching practice of others**

- To be a role model for high quality teaching and learning, as well as the standards of professionalism and conduct expected from staff at the Academy
- To share feedback about the quality of teaching and learning with teachers and support staff where appropriate
- To identify key professional development needs and liaise with the Assistant Principal to co-ordinate relevant CPD for the department and the wider school
- To ensure that CPD needs are met in-house through the provision of high quality coaching and mentoring
- The post holder will be professionally accountable for the work of colleagues, acting as Appraiser to others
- The post holder will be responsible for the induction of new staff in the department

### **Strategic / operational planning**

- To develop department policies, plans, targets and practices within the whole Academy context
- To devise, implement and monitor a department action plan to improve the Quality of Teaching, Learning and outcomes in line with the Academy Improvement Plan
- To review the curriculum, specifications and exam board entries to ensure that all learners' needs continue to be met
- To monitor the day-to-day use of the department work area to ensure appropriate use of spaces and resources
- To deliver a range of school trips and visits accessed by students in the English subject area
- To liaise with the Business Director on matters relating to expenditure, taking responsibility for the effective and prudent management of resources for the curricular area consistent with appropriate processes and procedures

### Communication

- To ensure that student achievement information is shared with colleagues within and beyond the department to secure student progress
- To organise, chair, minute and set the agenda for department meetings
- To liaise with the Senior Leadership Team on staffing vacancies and staffing need to meet the requirements of the curriculum through effective timetabling
- To meet fortnightly with the SLT link to evaluate student progress and teaching and learning in the department and plan accordingly
- To undertake such other duties that may be required at the request of the Principal and Senior Leadership Team

This job description will be reviewed regularly and may be subject to modification and amendment after consultation

**The post holder has an important duty to promote and safeguard the welfare of all students and, in doing so, follow the policies and procedures of the Academy.**