JOB DESCRIPTION

Postholder:

Post Title: Head of English **Scale:** Leadership Scale 10

Accountable to: SLT

Core purposes of the job

- To lead the faculty in the continuous improvement of standards of achievement through high quality teaching and very good management of all human, teaching and learning resources.
- To manage the performance of all colleagues in the faculty.
- To undertake wider leadership management responsibilities across the school.
- To ensure that all students develop to the full their knowledge, understanding, skills and abilities within a secure, challenging and highly motivating educational environment.
- The ability to lead on a whole school key issue
- To improve opportunities and raise attainment by working effectively within the aims of the Key Stage 3 and 14-19 strategies and City and Islington College partnerships.

Key duties, responsibilities and tasks

<u>Within the faculty as leader and senior manager</u>

1. Within the line management framework of the school and the faculty, lead the faculty towards the highest quality of teaching and learning and highest standards of achievement.
2. Manage human, physical and financial resources as efficiently and effectively as possible so as to secure highest standards of attainment for all students.
3. Establish, review and revise a clear and shared vision, set out in a handbook and delivered through suitably differentiated subject or course schemes of work and lesson plans and an appropriate programme of curriculum and extended classes for students to improve their knowledge, understanding, skills and abilities and their physical, aesthetic, social, moral, cultural and spiritual development.
4. Monitor and evaluate the quality of teaching and lesson management taking action as necessary.
5. Secure and maintain a very positive, stimulating and mutually supportive learning environment with a well trained and highly motivated staff.
6. Monitor and evaluate the quality of assessment and marking, recording, reporting, target setting and tracking, progress and achievement of students' coursework and homework taking action as necessary.
7. Monitor and evaluate standards of behaviour, attendance and punctuality taking action as necessary and insisting upon excellent staff and student relationships.

8. Develop own professional skills and competencies through the school's performance management and continuous professional development processes.
9. Maintain and take advantage of accurate and up-to-date records on the administrative ICT network including class and set lists, attainment and target grades and records of behaviour, punctuality and attendance.

Across the school as a member of the school management team

10. Fulfil the role of a senior manager in the day-to-day organisation and administration of the school and contribute proactively in the review, development and improvement of policies and procedures towards continuous school improvement.

Review of Job Descriptions

Job descriptions will be reviewed annually by the governors and may be changed after appropriate consultation.

Performance Management

Performance management, which will be undertaken by the post-holder's line manager, will be based on reviewing performance against the job description. In turn the postholder will undertake the performance management of colleagues within the faculty.

Terms and conditions of employment

The terms and conditions of teaching posts are as described in Part XI of the current School Teachers' Pay and Conditions Document and in the post-holder's contract of employment.

Note

This job description sets out the main purposes, duties, responsibilities and tasks of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot necessarily justify a regrading of the post.

Signed: _____ Date: _____

HOLLOWAY SCHOOL
ASPIRE . ACHIEVE . SUCCEED

PERSON SPECIFICATION

In your supporting statement it is essential that you address each of the following points giving evidence where appropriate. Your statement should not exceed two sides of A4, preferably typed.

The successful candidate should have:

Education and experience	1	Qualified teacher status and a degree in the relevant subject
	2	Appropriate training for the post and a willingness to continue training to manage the key areas and tasks outlined in the job description
	3	Effective classroom management skills
	4	Excellent punctuality and attendance record
	5	Clear education aims and values which are consistent with the school aim of quality teaching and learning and good standards of achievement
	6	An understanding of how students learn and improve their skills, knowledge and understanding
	7	Good interpersonal relationship skills
	8	Good information and communication skills
	9	Good knowledge of the subject and how it can effectively be taught across key stages 3 and 4
	10	Good knowledge of student assessment techniques
	11	Knowledge of health and safety requirements
	12	A firm commitment to and ability to adhere to the school's Equal Opportunities Policy.