

Job Description

Job Title: Head of English

Reporting to: Head of Secondary

Liaising with: Head of Secondary, AHTL Secondary, AHCA Secondary and IB Coordinator

Line managing: Secondary English teachers

Team membership: Heads of Departments

Salary: Main Scale Point + TLR 3

Job Purpose: To lead, manage and develop the English department to ensure it achieves the highest possible standards of excellence in all its activities.

Main responsibilities

- Performing the duties of teacher (see Job description of a teacher)
- Assisting the Head of School in ensuring the good professional practise, standards, and quality of teaching and learning within the department
- Ensuring that all departmental activities are in accordance with the Edron Core Values and Skills
- Supporting teachers with classroom management and overseeing the sharing of best practise
- Leading regular departmental meetings and ensuring the keeping and sharing of minutes
- Advising and contributing to the development of the secondary English curriculum throughout KS3 - KS5
- Setting examination papers, co-ordinating marking schemes and moderating examinations and assessment processes inline with the school's assessment policy
- Creating and developing departmental targets in line with the school improvement plan

- Manage reporting procedures in accordance with school policies and deadlines
- Ensuring timely and adequate provision of textbooks, materials, and equipment required for the effective teaching of science across the secondary school
- Preparation of departmental budget and management of departmental audit process
- Contribution to pastoral care and extra curricular activities

Important Notes

- The job description will be reviewed and will be subject to amendment in consultation with the postholder
- The postholder will follow school policies and procedures; especially in terms of inclusion and safeguarding
- The postholder will carry out any other appropriate duties as requested by the Head Teacher

Person Specification

Qualifications	Essential	Desirable
Educated to degree level	✓	
Qualified Teacher status	✓	
Experience		
Minimum of 2 years' experience in professional field	✓	
Experience of a post of responsibility		✓
Professional Knowledge and Understanding		

Must have a sound knowledge of effective pedagogy, especially in the teaching of English	✓	
Understand English curricular demands at Key Stage 3, IGCSE and IB including national and international requirements	✓	
Be familiar with and understand school policies relevant to the department.	✓	
Professional Skills and Abilities		
Solution focused approach to management and leadership	✓	
Effective communication and interpersonal skills	✓	
Organisational and planning skills	✓	
Able to manage own workload effectively	✓	
Able to manage and lead a diverse team of professionals towards agreed goals	✓	
Personal Qualities		
Flexible and adaptable in approach to different situations	✓	
Personal commitment to own professional development and lifelong learning	✓	
Open-minded, resilient, inclusive and tolerant towards others	✓	
Be well-motivated, have integrity and observe confidentiality	✓	