

## HEAD OF DEPARTMENT ENGLISH

This is a key role within the Senior School and encompasses responsibility for the delivery and the development of the English Department. The successful candidate will provide professional leadership and management of English to secure outstanding teaching and learning, effective use of resources and enhanced standards and achievement for all pupils. The Head of English also contribute to Senior School development and improvement as a key middle leader.

The English Department in the Senior School is characterised by a strong sense of collaboration and the restless pursuit of outstanding pupil progress. Its members strive to ensure that both the curriculum and its delivery offer a rich and diverse range of experiences to both improve and inspire our pupils. Our vision is to propel pupils of English to rates of progress that are equal to those of the finest schools in the world. The English Department is swiftly becoming a beacon of outstanding progress by creating and developing a culture of excellence in everything it does.

The post holder will be a first rate English practitioner who holds a relevant degree, will lead by example, has the ability to provide a model of excellent teaching practice, blends creativity and rigour in the classroom, is highly committed and possesses excellent organisational and communication skills. Many of our full-time teachers are also House Tutors. All members of the teaching staff are expected to provide extra-curricular activities and will also be required to contribute to the wider community life of Brighton College.

### **General duties and responsibilities include but are not restricted to the following areas:**

- Lead the department in its improvement planning process;
- Have oversight of pupils' academic progress and achievement at all levels;
- Provide a model of outstanding teaching practice and offer support to staff, seeking to maintain and/or improve their professional standards in light of current educational thinking and showing an active concern for their professional development;
- Monitor and evaluate the effectiveness of the teaching and learning within the department;
- Oversee the correct implementation of assessment and reporting procedures;
- Oversee the creation and revision of first rate schemes of learning at all levels;
- Ensure that all examination entry documentation is completed as directed by the Senior School Leadership Team;
- Create effective channels of communication within the department through the effective use of meeting time;
- Represent the department at curriculum leadership meetings;

- Encourage staff to take corporate care of their teaching rooms and promote highly engaging learning displays to encourage an effective teaching environment;
- Be responsible for ensuring excellent progress across the ability range and equal opportunities for all pupils;
- Follow up parent and pupil concerns regarding academic performance and well-being;
- Act in support of departmental staff in dealing with instances of pupil indiscipline and/or academic underperformance;
- Rewards and praise pupils' educational achievements with the subject area;
- Allocate pupils to teaching groups and manage the movement of pupils as necessary;
- Liaise regularly with the Senior School Leadership Team to the betterment of pupil outcomes;
- Work closely with SEN/EAL staff to enhance the progress of SEN/EAL pupils;
- Advise the Head of Senior School on recruitment needs within the department;
- Be responsible for budget and stock control procedures within the department;
- Actively promote the well-being of all pupils and be familiar with, and uphold, all Safeguarding and Child Protection procedures within the College;
- Take responsibility for upholding Health and Safety practices within your own working area and be responsible for completing risk assessments/Incident Report Forms as required.