



## **ALL HALLOWS CATHOLIC SCHOOL JOB DESCRIPTION**

**Post:** Head of Department - English  
**Accountable to:** Headteacher & Senior Leadership Team

### **Job Purpose**

To raise standards of teaching and learning in the English Department and to develop students' responsibility for and understanding of the importance of English across the curriculum.

### **Relationships**

The post holder is responsible to the Headteacher in all matters and to a designated member of the Senior Leadership Team in the day to day running of the department.

### **Particular Responsibilities**

The particular responsibilities attaching to the post of Head of Department - English are as follows:

- a) to advise the Headteacher on all matters relating to English and Literacy across the school
- b) to co-ordinate and take day-to-day responsibility for all matters relating to the management of the department
- c) any further responsibilities relating to the subject area and to Literacy across the school

### **Key Tasks**

In addition to the normal responsibilities of a teacher and form tutor, the key tasks attaching to the post of Head of Department - English are:

- a) to raise standards of attainment in English and Literacy
- b) to ensure the highest possible standards of behaviour in lessons and around the department
- c) to ensure best practice in health and safety in and around the department
- d) to chair regular meetings of the English Department to monitor, evaluate and review teaching and learning in department
- e) to promote and coordinate any cross-curricular issues related to the subject
- f) to be a team leader in performance management
- g) to undertake other management responsibilities as directed by the Headteacher