

**BISHOP STOPFORD’S SCHOOL**

**JOB DESCRIPTION**

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| **Post:** | Head of English |
| **Responsible to:** | SLT line manager |
| **Job Purpose:** | * To provide strong leadership to the English Department so that teaching and learning is consistently good or better. * To ensure that all young people make at least expected progress and that ambitious targets for student performance are met in all Key Stages. * To continue to develop an innovative and progressive curriculum in English lessons which is supported by a vibrant programme of extracurricular and enrichment activities. * To performance manage robustly all leaders, teachers and support staff in the English Department so that ambitious targets are met and there is a clear link between pay and progression. |
| **Key Responsibilities:** | * To lead the successful delivery of English across the School. * To inspire and enthuse members of the team, with a clear vision for the future direction of the English Department. * To develop an innovative and progressive curriculum in English. * To undertake regular audits and quality assurance checks within English to ensure that the highest standards are being achieved in all aspects of the department’s work. * To attend, as appropriate, SLT meetings. * To safeguard young people by ensuring that all aspects of Health and Safety are adhered to in lessons and preparation areas. * To lead the development of differentiated schemes of work at KS3, KS4 and at Post-16 so that every young person makes progress in their learning. * To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate. * To lead the department’s strategic planning and self-evaluation processes. * To provide regular reports on student performance based on internal assessment data as well as externally verified examination results and to plan effective interventions as appropriate. * To promote and lead on the delivery of all extra-curricular activities in English. * To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership. * To co-ordinate the resources of the Department, giving support and guidance to relevant staff. * To complete all administrative tasks in a timely and accurate manner. * To ensure that appropriate arrangements are made for examination entries and statutory requirements. * To contribute to wider whole school policy making as appropriate. |
| **Curriculum**  **Management to include:** | * To design an appropriate and progressive curriculum in English that reflects the ethos of the School and meets the needs of all students. * To make sure that teaching and learning meets the needs of all students including those with additional needs, for example those with a low skill base, hearing or visual impairment and the very able. * To maintain an up to date knowledge of new initiatives and incorporate elements into the English strategy as appropriate. * To ensure that all statutory requirements of the National Curriculum are met. * To review, evaluate and improve the design and delivery of the English curriculum on an ongoing basis. * To incorporate assessment into all aspects of curriculum planning. |
| **Financial Management:** | * To be responsible for the completion of the English Development Plan so that the Department is appropriately and effectively resourced. * To oversee the department’s budget. * To ensure that the use of financial resources has a clear impact on improving student outcomes. |
| **People Management:** | * To adopt a strong, caring and flexible leadership style as to influence and motivate staff and students to achieve their objectives and those of the School. * To create an environment of open-mindedness, fairness and harmony so that all individuals can achieve their potential. * To work proactively with the Senior Leadership Team to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes. * To advise the Senior Leadership Team about the recruitment and retention of high-calibre staff. * To implement the School performance management processes so as to provide a positive framework for staff development and achievement. * In conjunction with all staff, organise activities/processes that encourage team development (including parents/carers and community partners). * To ensure that all staff receive departmental induction and fully understand all relevant policies and their implementation. * To make sure that effective, caring policies concerning a broad range of student and staff welfare matters are implemented. * To provide support to staff to enable them to effectively implement the policies of the School and English Department. * To monitor and evaluate attendance and absence management policies for English staff and students. * To create an environment where there is visible acknowledgement that everyone’s contribution is valued. |
| **Developing and maintaining strong community links:** | * To develop initiatives to outreach to the community. * To assist the SLT line manager to create and implement ways of actively involving parents and carers in the learning process. * To network with secondary schools in Enfield to share best practice. * To facilitate a broad range of activities in conjunction with staff, students and the wider community so as to deepen and broaden learners’ experiences in English. |
| **Facilities management includes:** | * To ensure that physical resources to deliver the curriculum are acquired and are maintained effectively. * To make sure that the accommodation is used in the most effective way to meet the needs of all students and of the curriculum. * To ensure that the interior and exterior of the building are maintained to a high standard that reflects the ethos of the School and promotes learning. * To be aware of the need for security and of the importance of implementing Health and Safety policies. |
| **General Administration:** | * To provide appropriate, accurate and timely management information to enable continuous evaluation of performance. * To check that information required by various external bodies is produced within the given time scale and is of excellent quality. * To design and implement departmental policies that complement School procedures. |
| **Accountability Key Performance Indicators:** | * To ensure that all teaching is consistently Good or better. * To meet aspirational targets at GCSE in relation to student performance at grades 9-7, 9-5 and 9-1. * To monitor the progress of other staff in the department and put systems in place to ensure performance grades within the department are of a high standard * To manage the department’s financial budget prudently. |