

Academies Enterprise Trust

**Job Description**

**Job Title: Head of English**

**Location: Andover, Hampshire, SP10 2PS**

**Hours of work: 32.5 hours per week**

**Reports to: Assistant Headteacher**

**Purpose of the Role:**

General professional duties of all teachers are specified in the Teachers’ Pay and Conditions.

**Responsibilities:**

Responsibility for the Leadership and Management of Teaching and Learning in English.

In particular you are required to undertake the following responsibilities:

* To be a visionary Head of Department in your department.
* To develop a shared understanding of pedagogy within the department and in partnership with other heads of department across the school.
* To communicate and implement the aims and policies of the academy and to manage, monitor and review the provision of high quality education within the learning area.
* Have high expectations and aspirations of students and staff.
* Have an up-to-date knowledge of subject, national developments, pedagogy, classroom management, and research and inspection findings.
* To meet statutory requirements and be committed to your own professional development.
* To form the strategic direction and development of the learning area, including any whole-academy dimension.

**1. Operational/Strategic Planning**

* Create and implement a strategic Development Plan in English.
* Engage with external agencies.
* Complete parent/student surveys and panels to monitor and evaluate progress.
* To ensure high quality regular inset for all staff in the department.
* To support the development and understanding of Literacy
* To work with colleagues across the department to ensure that there is a consistency in the quality of teaching and learning.
* To ensure all planning and marking is completed in your department.
* To present curriculum examination review annually to the Headteacher and SLT.
* To organise learning area meetings with clear agendas/agreed tasks.
* To organise preparation, assessments and planning time for all staff and keep clear records.
* To represent/promote the department at meetings/ parents’ evenings/other events.
* To meet regularly with the line manager to review the effectiveness of the learning area.
* To ensure value for money and effective deployment of staffing and resources and in conjunction with faculty manager.

**2. Leadership and Management**

* To keep senior staff informed of new developments within the subjects in your department and their implications for the department and the Academy.
* To support, guide and motivate team members and support staff and heighten the common purpose and shared vision – securing commitment.
* To advise on staff pay issues, references, promotion, induction, ITT of staff in the department, etc.
* To act as a ‘Reviewer’ under the Academy's performance management system.

(ii) to line manage and set challenging targets that will enable the professional development of all staff in the team.

(iii) to set individual class targets for each member of staff that enables the learning area to meet the targets.

(iv) to review targets and provide the Headteacher with an assessment of progress to enable performance management decisions to be made by the Governing Body that reflect the totality of the teacher’s work and contribution.

* To provide clear leadership based on an awareness and understanding of current subject developments and the requirements of the National Curriculum.
* To ensure value for money and effective deployment of staffing and resources and in conjunction with your line manager.
* To keep records of professional development meetings and interviews with staff.

**3. Teaching and Learning**

* To co-ordinate the regular reviewing and amendment to Schemes of Work, i.e. appropriate ‘Teaching and Learning’ strategies.
* To research and develop high quality ‘Teaching and Learning’ resources to support development and students learning.
* To provide educational enhancement as required, i.e. booster classes, trips.
* To be responsible for the oversight and management of all aspects of the online curriculum in the relevant area of learning.
* To promote high quality ‘Teaching and Learning’ by working alongside staff and coaching them to enable them to develop these professionally.
* To organise high quality in-service curriculum area training to meet individual needs and aspirations.
* To keep ‘Teaching and Learning’ at the forefront of each agenda.
* To develop, monitor and review the effectiveness and quality of ‘Teaching and Learning’ within the curriculum area by:  
   - team teaching, paired lesson observation, research and experimentation.

- excellent personal practice that other staff can observe.

- the professional development of the team.

- looking at staff planning and record books regularly.

- analysing students’ work on a regular basis.

- developing the pedagogy and methodology by which the curriculum is delivered.

- ensuring marking and homework setting is done to learning area policy

and standards.

**4.** **Attainment and Progress**

* To ensure that students and staff meet deadlines re coursework and grades for assessments.
* To oversee the production, review and development of curriculum area frameworks for learning which incorporate all the statutory requirements of the National Curriculum.
* To work with admin support to set students’ targets and analyse test and examination statistics by sets and against external data and other schools’ county and national statistics.
* To work with admin support to ensure the quality of data published to parents are high quality informative reports.
* Responsibility for the delivery of high quality preparation of examination materials for students.

**5. Behaviour and Safety**

To ensure that accommodation and resources are appropriately maintained

* To ensure that all staff and students are safe in your area.
* To meet the needs of all students including management of behaviour and its impact on learning.
* To create an ambience conducive to learning.
* To provide Risk Assessments to ensure the safety of staff and students where appropriate
* To adhere to all elements of the Health and Safety and Safeguarding Policies.
* To ensure that the spaces for learning given to your care are attractive and well kept. To devise strategies to ensure

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers’ Pay and Conditions.

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher/Group/Chief Executive.

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Head of English**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * Degree in a relevant discipline * Teaching qualification recognised by DfE * Evidence of continuing and recent professional development relevant to middle leadership | * Middle Leaders = or other leadership qualification |
| **Knowledge**  **/Experience** | Specific knowledge/  experience required for the role | **Specialist Knowledge/Experience**   * Significant teaching experience i * Advanced knowledge of National Curriculum requirements * Knowledge of strategies for improving the quality of teaching and learning * Knowledge of monitoring and evaluating the effectiveness of teaching and learning * Experience of delivering presentations and training sessions   **Organisation & Planning**   * Experience of managing a heavy workload and conflicting priorities   **Problem Solving**   * Experience of developing effective strategies to raise attainment and improve progress across a department * Experience of managing change effectively   **People**   * Experience of building and maintaining effective relationship, negotiating and influencing others | * Experience of leading a department with successful outcomes in attainment and student progress * Experience of leading, managing and developing a team |
| **Skills** | Line management responsibilities (no.) | * Line management for subject area |  |
| Forward and strategic planning | * Long term planning for department |  |
| Budget (size & responsibilities) | * Department budget |  |
| Abilities | * Excellent communication skills with the ability to communicate logically, concisely and persuasively to a variety of audiences, both orally and in writing * Excellent IT Skills * Ability to stay calm under pressure |  |
| **Personal Characteristics** | Behaviours | * Resillience * Student focused * Demonstrate a commitment to equality * Takes responsibility and accountability * Commitment to Academy aims, ethos & vision * Commitment to own professional development |  |
| **Special Requirements** |  | * Successful candidate will be subject to an Enhanced Disclosure & Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people * Role requires flexibility to meet academy needs |  |

Signed: ………………………………………………………………

Date: ………………………………………………………………