HEAD OF ENGLISH

Responsible to: Headteacher
Responsible for: Teachers of Subject
Salary/Grade: Band 1 – Band 3 and TLR 1B

Generic Responsibilities;

- Advise the Headteacher on curriculum matters pertaining to a subject area.
- To lead organise and direct the teaching of the subject
- Take responsibility for a division of the School
- Whole School Discipline
- Contribution to teaching
- Any other reasonable request of the Headteacher.

Key Responsibilities;

Strategic direction & development of the subject

- Developing policies and procedures, in line with school policy, that will ensure high achievement and effective teaching and learning.
- Using data on pupil performance to inform policy and practice, identify underachieving pupils, and monitor the effectiveness of the subject.
- Establishing plans for the development of the department that support the school improvement plan and ensure that the department is always seeking to improve.
- Establishing a clear understanding within the department of the contribution made by the subject in supporting the school's aims and making a significant contribution to the development of the school's development plan.
- Liaise with Deputy Headteacher and SLT link to ensure that the link between the work of the department and the global objectives of the school is firmly established.
- For the standards in the subject: monitoring and evaluating the standards within the subject, according to the school's monitoring and evaluation policy.
- Allocating pupils to appropriate teaching groups and where necessary working with other subject leaders to determine groupings.
- Maintaining a departmental handbook, in line with school policy.

Teaching & learning

- Ensuring the provision of schemes of work, in line with school policy, which ensure curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational needs.
- Providing guidance, to staff in their subject, on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils.
- Ensuring that the staff are kept up to date in terms of subject knowledge and skills.
- For the general standard of discipline in the classroom. Help should be provided when teachers are experiencing disciplinary problems. Coaching should be given to avoid problems as well as help at moments of crisis.
- Ensuring effective development of pupils' literacy, numeracy and information technology skills through the subject.

- Establishing and implementing clear policies and practices, in line with school policy, for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.
- Selection of appropriate syllabuses and examination boards, in line with school objectives, and the provision of appropriate information to the school's examination officer.
- Ensuring that teachers of the subject are aware of its contribution to pupils' understanding of the duties, opportunities, responsibilities and rights of citizens.
- Encouraging extra-curricular activities related to the subject and ensuring that the subject permeates the life of the school.
- Developing effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop pupils' wider understanding.

Leading and managing staff

- Establishing clear expectations and constructive working relationships among staff involved with the subject, including, through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate.
- Acting as a positive role model for others.
- Evaluating practice, appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness, audit training needs of subject staff.
- Coaching members of staff in order to develop teaching and learning within the department and to enable teachers to achieve expertise in their subject teaching
- Ensuring that trainee and newly qualified teachers are trained, monitored, supported and assessed in relation to the appropriate standards.
- Working with the SENCO and any other staff with special educational needs expertise, to ensure that work is matched to individual pupils' needs.

Efficient and effective deployment of staff and resources

- Establishing staff and resource needs for the subject and advising the Deputy head Curriculum of likely priorities for expenditure. Allocating available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money.
- Advising the Deputy Head on the deployment of staff involved in the subject to ensure the best use of subject, technical and other expertise.
- Ensuring the effective and efficient management and organisation of learning resources, including information and communications technology.
- Maintaining existing resources and exploring opportunities to develop or incorporate new resources into schemes of work.
- Using accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
- Ensuring that there is a welcoming, safe working and learning environment in which risks are properly assessed.

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To undertake any reasonable request of the Headteacher and accept any reasonably delegated additional responsibility from the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.