**JOB DESCRIPTION**

Job Title: Head of English

Reporting To: Assistant Headteacher

TLR1b £9,924 pa

**Roles and Responsibilities for a Subject Leader**

To be a highly effective professional with excellent curriculum knowledge who demonstrates consistently good and outstanding teaching. To teach, manage and assess effectively and take responsibility for students so that that they make good progress, achieve well, and aspire to a high level of attainment.

1. **Core requirements of the post**

In fulfilling the requirements of the post, you will demonstrate the essential professional characteristics that are outlined in the current School Teachers Pay and Conditions Document.

You will, in particular:

* + inspire trust and confidence in students and colleagues
  + lead and manage the department and build team commitment with colleagues
  + engage and motivate students through participation in varied pathways across phases in the age range 10-19 through excellent classroom practice and knowledge
  + ensure that students make progress in relation to appropriately challenging targets using local, national and international data sets
  + work with a commitment to improving students’ communication skills, particularly in reading, writing, confident use of number and ICT
  + support the Academy programme to promote student leadership

1. **Duties and Responsibilities will include:**

* contributing to the identification of clear targets for achievement in the subject and evaluating progress through the use of appropriate assessments and records and regular analysis of performance data
* monitoring progress and evaluating the effects on learning by working alongside colleagues, analysing work and outcomes
* contributing towards establishing assessment for learning in the focus subject and evaluating progress through the use of appropriate assessments and records
* monitoring progress and evaluating the quality and effectiveness of teaching by working alongside colleagues, analysing work and outcomes
* evaluating the teaching of the subject by monitoring teachers' planning and through work analysis, identifying effective practice and areas for improvement, and taking appropriate action to improve further the quality of teaching
* developing plans for the subject that identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the Academy development plan
* ensuring that the Headteacher, SLT and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the Academy Improvement Plan (AIP) and Department Improvement Plan (DIP)
* supporting, facilitating and monitoring the progress of the designated subject / area development plans to ensure they make a significant contribution to the Academy improvement Plan
* facilitating an ethos within the subject team which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes
* ensuring that teachers are aware of the implications of equality of opportunity which the subject raises
* assessing the learning of each student in the subject and involving the child and parents in their future learning needs and ensuring they are regularly and fully informed as a result of assessments
* ensuring students are taught within a productive, safe and personalised working environment within their own subject area
* supporting colleagues to create a stimulating learning environment for the teaching and learning of the subject
* acting as a performance manager reviewer for those teachers for whom you have a line manager responsibility

##### Collegiate Responsibility

In addition to the specific responsibilities of this post, every member of staff at the Academy will commit to:

* promoting courteous and respectful relationships with students at all times
* using their influence with other staff and students to promote high standards of behaviour and order within the Academy
* working to maintain the Academy at the forefront of educational practice
* fostering and sustaining a culture of leadership and creativity within the ethos in all aspects of the Academy’s operation.

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at The Oxford Academy (TOA). It is not intended to be a comprehensive listing of every task that a TOA employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

Contractual changes will be negotiated; changes to the job description can be altered by the line manager provided they are in line with the grade level and nature of the post

The appointment is subject to the current conditions of employment for teachers contained in the School Teacher’s Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation. The post holder will report to the Principal (or through a designated Vice Principal) and will be directly managed by a Director of Faculty. The post holder will work in cooperation with other staff.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside of TOA procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with TOAs written procedures.

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| Employee Signature: | |
| Print Name: | Date |
| Line Manager’s Signature | |
| Print Name: | Date: |