

GARTH HILL COLLEGE JOB DESCRIPTION
HEAD OF ENGLISH – FACULTY LEAD: English, Languages and Communications

Main Purpose:

- a. To lead the faculty, working closely with the Deputy Head of Faculty/Head of Modern Languages, other subject leaders and seconds-in-charge.
- b. To be a highly positive role model ensuring a strong culture and ethos exists that aligns with the College's vision and is shared and accepted by all staff and pupils.
- c. To set and employ rigorous and exacting standards and ensure an excellent quality of education.
- d. To lead colleagues in continuous review and development to ensure coherently planned and sequenced curriculum and assessment that is ambitious and demanding so that all pupils, especially disadvantaged and SEND, learn routinely well.
- e. To lead the development of excellent teaching and learning including highly effective professional development of others and quality assurance and development work.
- f. Lead to secure excellent pupil/student outcomes.
- g. To effectively manage and deploy teaching/support staff and resources.
- h. To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils/students follow this example.
- i. Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

Reporting to: Appropriate member of SLT.

Line Management: Two Deputy Heads of English, Key Stage Leader in English

Liaising with: Deputy Head of Faculty and Head of Modern Languages, Head of Media, Principal, Leadership Team, other faculty leaders, key pastoral staff and other relevant staff with whole school responsibilities.

Working time: Full-time as specified within STPCD.

Salary/Grade: Classroom Teachers' Pay Scale plus TLR 1 (C).

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY RESPONSIBILITIES:

- 1 To ensure effective deployment and use of all staff in the Faculty, promote team work, collaboration and ensure effective working relations.
- 2 To ensure that all Faculty members are familiar with its aims and objectives and the College's mission, aims and objectives.
- 3 To plan, monitor, review and evaluate performance, taking swift and effective action to address any issues that arise.
- 4 To play a lead role in the continuous review and development of curriculum and assessment:
 - Clearly defined content and sequence of curriculum content (a spiral curriculum) building effectively on what has been taught before and towards assessment milestones.
 - Building rich connections across subject areas in the curriculum area and whole college to build and integrate knowledge and reinforce pupils' learning.
 - the development pupils' reading, writing, oracy and articulacy, and numeracy skills across all subjects.
 - pupils, particularly disadvantaged and SEND, gain the knowledge and cultural capital they need to succeed.
- 5 To lead the carrying out quality assurance and development (QUAD) work across the whole school and acting as required to constantly develop the quality of teaching and learning provision for the benefit of our young people and our colleagues. To produce and monitor QUAD and MRE reports in the subject and curriculum area.
- 6 To maintain oversight for assessment, recording and reporting in the faculty, and ensuring faculty members fulfil their responsibilities.
- 7 To lead and advise on the setting of challenge and stretch targets.
- 8 To manage performance management and development of faculty colleagues at all career stages, allocating mentors as appropriate. To engage actively in the performance management review process and act as reviewer.

- 9 To lead and advise on the effective evaluation of performance data, including exam results, and use this effectively to self-evaluate, review and plan development to raise standards and the quality of provision.
- 10 To ensure efficient and accurate management of exam entries liaising with the Exams and Assessment Team.
- 11 To ensure appropriate arrangements for classes when staff are absent, liaising with relevant cover staff.
- 12 To lead and empower other faculty staff in effective development planning, self-review and evaluation.
- 13 To manage effectively and efficiently all resources within the Faculty.
- 14 To support the development of partnerships with others in the local, national and global community, including schools, collaborative groups, community groups, Higher Education institutions, industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- 15 To lead in the day-to-day management of behaviour in the Faculty so that learning is disruption free.
- 16 To attend relevant meetings as the lead representative of the Faculty.
- 17 To keep up-to-date with local and national developments in the subject area and teaching practice and methodology and to respond to curriculum development and initiatives at national, regional and local levels.
- 18 To ensure that Health & Safety policies and practices, inc. Risk Assessments, are in line with national requirements and are updated where necessary, therefore liaising with the College's Health & Safety Manager.

GENERAL DUTIES:

- To carry out the duties of a classroom teacher in accordance with the Teachers' Conditions of Service.
- To carry out a share of supervisory duties in accordance with published schedules.
- To participate in appropriate meetings with colleagues and parents/carers relative to the above duties.
- To support the College in meeting its legal requirements for worship.
- To implement, monitor and actively promote all College Policies.
- To carry out any reasonable duties as determined by the Principal.

NOTES:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. On allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the College's published Time Budget Policy and have regard to the Teachers' Conditions of Employment.

This job description is not a comprehensive definition of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

SIGNATURES:

The College will endeavour to make any necessary reasonable adjustments to the job and the 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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: (Teacher)

Date:

Signed: (PRINCIPAL)

Date: