

POSITION DETAILS:

Position Title:	Head of English
Reports to:	Head of School
Division:	Middle Managers – Academic
Salary Scale:	MLA 2
Teaching commitment:	60 %

JOB PURPOSE

To lead the English department in alignment with the UAE and BSO Inspection Frameworks to:

- Ensure that targets set out within the annual School Improvement Plan (SIP) are achieved.
- Model outstanding teaching and learning to ensure students make progress and attain their Cat4 indicators.
- Develop a curriculum that is planned creatively to ensure that students develop their knowledge and skills through each key stage.
- Develop a curriculum that is adapted to meet the individual needs of all groups of students.
- Lead expert teaching, learning and assessment within the department.
- Support continuous school improvement processes within the department.
- Lead and manage the department to ensure students are at the centre of every decision.
- Establish excellent communication within the department; the school and externally with all stakeholders.
- Ensure a high uptake in Grades 11 and 12 of English Language and English Literature A-Levels.
- Manage all internal and external examinations including exam entries.
- Ensure outstanding student attendance.
- Monitor the performance, attendance and punctuality of all staff.

RESPONSIBILITIES:

Teaching and Learning

- Ensure that teaching and learning incorporates modern pedagogy.
- Ensure a high quality of teaching and learning across the department.
- Ensure high standards of student attainment and progress by leading and managing improvement in assessment, teaching and learning in the department.
- Ensure all lessons follow the RAK- ISK expectations.
- Ensure students are monitored for their literacy levels and their EAL level is tested and recorded.
- Ensure all curriculum documents are annually reviewed and the schemes of learning and lessons are revised across all key stages.
- Share good practice across the department.
- Oversee the quality assurance and assessment of the Key Stage 3 English Course.
- Embed reading across key stage 3, especially in relation to the library lessons and utilisation of the library resources.
- Oversee the quality assurance and assessment of English Language, English as a Second Language and English Literature IGCSE courses.
- Oversee the quality assurance and assessment of English Language and English Literature A-Levels and English Literature International Baccalaureate Diploma courses.
- Ensure that all curriculum resources are organised and maintained on the ISK drive.
- Ensure the examination specifications are covered as specified in the curriculum documents.
- Ensure that staff keep up to date with all the exam board specification and assessment requirements.

RESPONSIBILITIES:

- Ensure staff are trained to support students with their oral examinations.
- Address student concerns and provide revision packs and support material as required.

Academic Standards

- Lead and record accurate minutes for all department meetings.
- Lead and manage all CPD sessions in the department.
- Institute clear quality assurance procedures with regards to marking, feedback and assessments.
- Ensure all formative and summative assessments are of a high standard and support student progress and attainment.
- Ensure student data for all data captures is moderated and accurate.
- Monitor the progress of students in all Grades within the department and implement clear intervention strategies for underachieving students.
- Provide reports and attend outturn meetings with the Senior Leadership Team as and when required.
- Ensure the Department Action Plan is written in consultation with the department and is in line with the School Development Plan.
- Establish and maintain a working climate which is inclusive, safe and secure for both staff and students.
- Ensure that all department resources are costed, monitored, distributed and used effectively.
- Ensure all staff participate fully in the Performance Management review process.
- Address any underperformance of staff through coaching, monitoring and support of staff.
- Ensure all equipment is monitored and kept in good working condition.
- Ensure every member of staff adheres to the Academy's Policies.

Other Professional Requirements

- Promote and support the ethos of the school.
- Attend and participate in all school meetings and CPD events.
- Take an active part in the life of the school and Academy.
- Fulfil the Academy teaching standards.
- Attend Parent Evenings as required.
- Communicate regularly and positively with all parents.
- Participate in whole school celebrations and events across the academies as directed.
- Contribute to the marketing of the school and the whole academy.
- Have excellent attendance and punctuality records.
- Adhere to the Academy's code of professional standards.
- Adhere to the Academy's Policies.
- Ensure all equipment is monitored and kept in good working condition.
- Manage the department's finances efficiently.
- Ensure high standards of Health and Safety within the department.
- Any other reasonable requests as directed by the Head of School.

QUALIFICATIONS, EXPERIENCE, & SKILLS:

Educational Qualifications

Essential

- Bachelor's degree
- Post Graduate Certificate in Education (or equivalent)

Professional Qualifications

Desirable

- National Professional Qualification Leading Teaching (NPQLT)
- National Professional Qualification Middle Leadership (NPQML)

Experience



- Minimum of 2 years teaching experience

COMMUNICATION & WORKING RELATIONSHIPS:

Internal:

- Head of School
- Deputy Head of School
- Assistant Head Teacher
- Heads of Department
- Assistant Head of Department
- Progress Leaders

External:

- Executive Principal
- Education Office
- People Services
- Parents
- Ministry of Education

VERSION CONTROL:

Prepared by	Dr Jacqueline J-Bandara	Date: 011221
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