

Job Description: Head of English and Literacy

Responsible to	The Principal
Allowance	Subject to Experience
Responsible for	Leading the development of English in the Senior School and Literacy across the whole school. Managing the day to day operation of the English Department.
Responsibilities as Head of English Faculty	<ul style="list-style-type: none"> • Design, in collaboration with your department, a curriculum for key stages three and four that provides appropriate balance, stretch, challenge and support, enabling pupils of all abilities to make good progress from their different starting points. • Monitor pupil progress, taking prompt steps to tackle any areas of potential underachievement. • Ensure that assessment across the faculty is accurate and consistent. • Manage the performance of teachers within the faculty, ensuring that good practice is shared and identified areas of development are addressed through appropriate CPD. • Liaise with parents, pupils and outside agencies as necessary. • Ensure that departmental budgets are managed effectively. • Support faculty teachers to make sure that behaviour within English lessons is typically good and often outstanding.
Responsibilities as Head of Literacy Across the Curriculum	<ul style="list-style-type: none"> • Lead the school's renewal of ELKLAN Communication Friendly Status. • Identify intervention needs and deploy support staff appropriately. • Monitor and evaluate the efficacy of intervention programmes. • Draft and launch a literacy across the curriculum policy that promotes consistent approaches across subject areas. • Identify and share examples of good practice and address areas of development through appropriate CPD. • Ensure that literacy support identified in pupils' EHCPs is delivered.
Responsibilities as a classroom teacher	<ul style="list-style-type: none"> • To carry out duties as detailed in the Teachers' (Terms and Conditions of Service) Regulations. • To carry out all duties in a manner which complies with: <ul style="list-style-type: none"> (a) current Health and Safety Regulations (b) the requirements of the Children's Charter (c) the School's security requirements (d) the requirements of Frewen College's policy documents

	<ul style="list-style-type: none"> • To act as a Form Tutor to an assigned class and to carry out related duties in accordance with the general job description of a Form Tutor if required. • To maintain high and exemplary standards in terms of preparation, classroom management, display and assessment. • Ensure that a stimulating and relevant programme of study is followed for each child and high standards are achieved. • To carry out a share of pupil supervisory duties, in accordance with published rosters. • To participate in appropriate meetings with colleagues, parents and pupils. • To implement all school policies and procedures. • To play an active part in promoting the school ethos, vision, mission and values. • To be responsible for the organisation and delivery of some school extra-curricular activities. • To undertake all reasonable duties as requested by the Principal or the Deputy Principal. • To perform any other key tasks which the Principal may reasonably assign.
<p>Terms and Conditions</p>	<p>These duties are not necessarily comprehensive and are subject to annual amendment by the Principal after discussion with the post holder.</p> <p>In the event of these duties not being performed to the satisfaction of the Principal and Governors, the matter will be dealt with in accordance with disciplinary procedures agreed by the Principal and Governors.</p> <p>Terms and conditions of employment are set out in the Letter of Appointment/Contract</p>