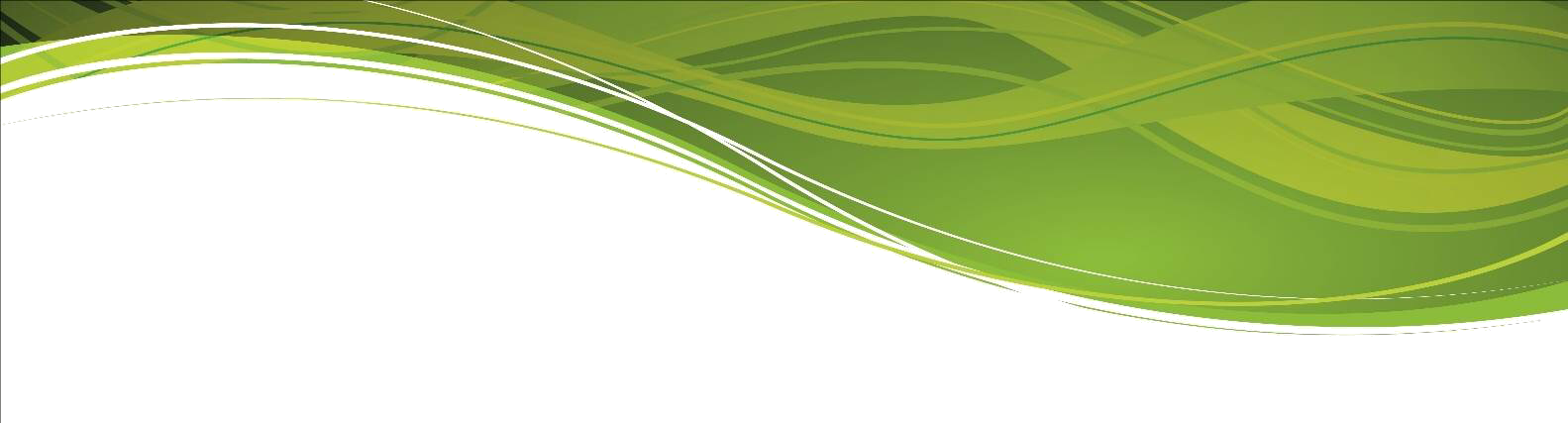
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**Millom School**

**Job Description: Head of Department – English**

**Purpose**

* To lead the English Department
* To meet the requirements of a teacher as set out in the STPCD and Professional for Teachers

**Key responsibilities**

**Leadership**

* As a Head of Department to make a major contribution to whole – school development and the management of whole – school issues.
* To take a leading role in the teaching and development of English within the School, and to set appropriate professional standards for staff within the department.
* To lead colleagues in the development of a strategic vision for the English Department, to plan, prepare, and evaluate the Departmental Improvement Plan and to ensure that the department’s priorities are clearly defined and effectively met.
* To lead the department in motivating and enthusing students for their work in English, and to promote exciting and innovative teaching and learning which will enhance and enrich the English experiences of all our students.
* To maintain a high personal and departmental awareness of developments in the English Curriculum, and to advise the SLT and Governors on English curriculum issues.
* To take an active part in the pastoral care and social development of the students.
* To actively promote the school policies and the declared aims of the school.

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**Staff Management Responsibilities**

* To ensure that the needs of individual students are met within the department.
* To ensure the smooth transition of students' learning in English between Key Stages.
* To actively promote participation in English courses post – 16.
* To promote the use of literacy skills across the curriculum.
* To participate in the selection and appointment of departmental staff.
* To employ the use of data to monitor individual student, class and whole cohort progress and set targets for improvement.
* To provide support and guidance to departmental staff, contributing to their professional and career development.
* To participate in the school's Performance Management programme both as Team Leader and appraisee.
* To monitor and evaluate the work of the department and the operation of departmental and school policies.
* To develop self – review within the English Department.

**Organisation**

* To ensure appropriate delegation of responsibilities and the smooth daily operation of the department.
* To allocate, control and monitor the department's capitation.
* To co-ordinate the work of any teaching assistants, supply teachers, or associate staff within the department.
* To be responsible for Health and Safety practices within the department.
* To ensure proper storage, control, and maintenance of the stock and equipment of the department, and advise and encourage colleagues in its use.
* To undertake other duties as required by the Headteacher.

**Personnel Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | A good Honours degree in English |  |
| **Knowledge** | Awareness of practices and procedures within education relating to the welfare, safety and education of children.  A full understanding of the requirements of National Curriculum English and a view of the practical policies necessary for its successful delivery | Knowledge of other services to young people. |
| **Relevant Experience** | Proven experience of successful and innovative English teaching with students of all ages and abilities up to and including A level  Some experience in managing and leading teams of colleagues or in school initiatives and evidence of a supportive and positive management style  A real concern for the development of children's language and a commitment to literature |  |
| **Skills** | The ability to enthuse and motivate students to develop effective reading and language skills, and the enjoyment of reading and literature for its own sake  Ability to self-evaluate learning needs and actively seek learning opportunities.  Ability to make constructive relationships with students, parents, staff, and governors  Able to work constructively as part of a team, with professionalism and a sense of humour  The desire to use the post to gain further professional and career development  Commitment, energy, and enthusiasm. |  |
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