



JOB DESCRIPTION

Post Title:	Head of English
Post Grade/Salary:	L7 – L11
Responsible to:	Deputy Headteacher
Post Tenable:	Easter or September 2020

Context: We are seeking a Head of English who is talented, enthusiastic and ready to make a whole school contribution and who will take a lead in developing an inspiring English curriculum.

Training and Qualifications

- To have achieved Qualified Teacher Status/GTC Registration
- Recognised good honours degree or equivalent in a relevant discipline
- Have a secure knowledge and understanding of the curriculum areas and related pedagogy
- An awareness of the contribution that the subject can make to cross curricular learning
- Experience of leading within a English department

Main Responsibilities

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared. But will include:

- Assist in leading the development of the subject area as outlined below, ensuring that English teaching in the school is inspiring, engaging and inclusive
- design SEARCH days as required
- contribute to our pathways curriculum by creating relevant and personalised routes of study
- set up and develop highly engaging enrichment within English including inspiring school trips
- work within and contribute to the larger faculty
- contribute to whole school learning and support the whole school literacy programme
- ensure the behaviour management system is implemented in the subject area so that effective learning can take place.

Class Teacher Responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To be an excellent teacher who is able to motivate students and ensure that they progress.
- To be responsible for teaching across both key stages including integrated Humanities in Year 7.

Form Tutor Responsibilities

- To carry out the responsibilities of a form tutor as outlined in the school's Role of a Tutor document

The internal organisation, management and control of the school

To contribute to:

- maintaining and developing the ethos, values and overall purposes of the school
- implementing the Local Authority's and Governing Body's policies on equal opportunity issues for all staff and pupils, safeguarding and Health and Safety
- the efficient organisation, management and supervision of school routines.

Subject Development

- develop creative and inclusive schemes of work, pathways and qualifications for English
- develop interventions within the subject area to ensure that all students reach their potential
- develop policies and practices in the subject areas to reflect and build upon the ethos of the school
- strategically use information on pupil progress to improve teaching and learning, to inform and motivate pupils and parents
- effectively deploy resources in curriculum areas, and to ensure that the school provides excellent value for money
- plan and deliver English SEARCH days within the school
- develop effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events
- produce reports within the quality assurance cycle for the department
- set of targets within the department and to work towards their achievement
- establish common standards of practice within the subject and to develop the effectiveness of teaching and learning styles
- make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the relevant staff to secure appropriate cover within the department.

Leadership

The successful candidate will be expected to:

- model excellent teaching, planning and tutoring skills
- participate in the recruitment and development of staff within the subject area
- contribute to good management practice by ensuring positive staff participation, effective communication and the development and delivery of sound procedures to ensure accountability
- participate in arrangements for the appraisal of the performance of teachers within the team
- lead on other areas of responsibility where designated by the Head Teacher

Relationships

The successful candidate will be expected to:

- contribute to positive relationships across the school community
- advise and assist the Governing Body as required in the exercising of its functions, including attending meetings and making reports
- help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing

- assist liaison with other educational establishments in order to promote the continuity of learning, progression and subject developments
- develop and maintain positive links and relationships with the community, local organisations and employers.

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive or exhaustive.

Candidates should have a proven record of:

- success in teaching within the context of secondary education

The successful candidate should have:

- a passion for providing opportunities for all students to reach their potential within a genuine community environment
- an inclusive approach to education including those on the autistic spectrum
- a commitment to developing both of the school's specialisms, recognising that Heartlands is situated within a community with strong links to the Arts

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document relevant to a Class Teacher. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

The Governors seek to appoint strong, dynamic and talented leaders who will work hard to take the school forward. As such, a commitment to high standards of achievement and responsible behaviour is paramount.