**SEDGEHILL SCHOOL**

# Job Description

**Post:** Head of English

**Responsible to:** Headteacher

**Salary:** Inner London Salary

The Head of English is accountable for the outcomes of their department and the quality of teaching and learning within this key subject. The Head of English will be an outstanding teacher and be able to model their skills and pedagogy to other members of the team. The role may also be placed as a Senior Leadership Post.

All teachers are tutors and may be responsible for the delivery of a planned Citizenship programme throughout the year in registration periods.

This job description indicates the range of duties involved, is not intended to be all-inclusive and requires the post-holder to be flexible and show initiative. The post holder may perform other related duties as required to reflect the changing needs of the school, always in consultation with the postholder.

**General Roles and Responsibilities:**

* To Lead the English Department ensuring that all students make positive progress and that outcomes in examination classes exceed national averages and meet targets.
* To develop the quality of teaching and learning within the department, being aware of the strengths of each teacher and developing their capabilities.
* To appraise appropriate staff as part of the appraisal process.
* To attend appropriate meetings related to outcomes and teaching and learning. To plan and lead departmental meetings
* To teach across the age and ability range, carrying out the professional duties of a schoolteacher in accordance with the current provisions of the Conditions of Employment of School Teachers.
* To effectively plan and deliver lessons/programmes in accordance with the Subject/School’s Scheme of Work and National Curriculum requirements, ensuring all learning is explicitly planned and differentiated for all learners.
* To regularly assess and record students’ performance, reporting to the appropriate Subject Leaders, external agencies, outside providers and to parents/carers as required and advising on examination entries as appropriate.
* To undertake duties as a tutor, including keeping an accurate attendance register, ensuring paper records are kept and attending to the welfare and pastoral needs of the tutor group.
* To communicate with parents/carers on a regular basis in order to discuss progress, achievement and attainment.
* To undertake whole school duties on a rota basis, such as break time supervision as directed
* To participate in the school performance management system.
* To implement Sedgehill School’s Equal Opportunities statement and other school policies.
* To be prepared to undertake continuing professional development.
* To be thorough in keeping records and using data to inform target setting and planning.
* To contribute to the Sedgehill self-evaluation process.

**Other**

* Participate in CPD and other learning activities as required.
* Undertake and duties that can be accommodated within the grading level and nature of this post.
* This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.
* Employees are expected to maintain a standard of dress conductive to their position as professionals and in setting an example to students.
* Follow Health & Safety policies and procedures
* Act in accordance with the Health & Safety at Work Act of 1974

**Person Specification**

**Post:** Head of English

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**Salary:** Inner London Salary

**Qualifications:**

* Qualified Teacher status.
* First or subsequent degree.
* Recent and relevant professional development.

**Experience:**

* Up to date knowledge and understanding of English teaching and the curriculum.
* Experience of leading others as part of a successful team.
* Relevant and successful recent teaching experience of English.
* Proven record of high quality teaching and classroom management.
* Experience of strategies that have impact on raising individual student and whole school standards.
* Ability to meet the needs of all students.

**Skills:**

* Demonstrate a thorough understanding of the requirements needed to carry out the main responsibilities.
* Ability to communicate effectively, both orally and in writing to parents/carers and others.

**Personal Qualities:**

* Good communication skills for a variety of audiences, both verbally and written.
* To have high expectations of staff and students.
* The ability to be able to work well under pressure and to respond quickly and appropriately to situations, which may arise in a school.
* To have a real commitment to raising the achievement of all students.
* To be able to motivate staff and students.
* To have a constant and consistent professional approach to all matters and members of the school community.