

Job Description for the Post of Assistant Head of English

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

The Head through the Head of Department.

Main Purpose of the Job

To support the Head of Department in co-ordinating the work of the English Department, leading and delegating to secure work of quality in that area of the curriculum.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To work with the Head of Department to communicate the vision of English within the department.
3. To co-ordinate the production of quality resources to facilitate the teaching of GCSE English Language and GCSE English Literature.
4. To research relevant resources to develop the teaching of GCSE English Language and GCSE English Literature.
5. To oversee regular assessments of GCSE students' progress and, in conjunction with the Head of English, to organise appropriate interventions.
6. To continuously monitor and evaluate the schemes of work for GCSE English Language and GCSE English Literature ensuring they are up to date and appropriate.
7. To monitor the homework completion of GCSE students and follow up any concerns with relevant staff.
8. To share in the induction process of new teachers in the English department.
9. To share responsibility with the Head of Department to monitor and organise behaviour and movement on the English corridor and adjacent staircase.

10. To oversee the quality of cover work for English lessons.
11. To remain up to date with regards to relevant research into pedagogy and the teaching of English.
12. To assist the Head of Department with Performance Management and staff development within the department.
13. To represent the Head of Department, as appropriate, within the school's management and consultative processes.
14. To liaise, as appropriate, with other post holders in the school in the fulfilment of their tasks.
15. To undertake a teaching load and the main tasks as appropriate to all teaching staff.
16. To undertake other duties as required in line with the grade and responsibilities of the post.

March 2019