



JOB TITLE: Head of English

SALARY: Mainscale/UPS + TLR 1b

RESPONSIBLE TO: Deputy Headteacher

RESPONSIBLE FOR: A team of teachers and, where appropriate, support staff within the English Department.

GENERAL DUTIES:

The 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. This job description is in addition to that of a teacher and should be read in conjunction with it.

JOB PURPOSE:

- To provide leadership in the development and management of the English provision in line with whole school aims, objectives and strategic plans.
- To contribute to whole school self-evaluation and school improvement.
- To inspire, motivate, support and guide colleagues.

OBJECTIVES:

- To lead a team of teachers and, where appropriate, support staff in the delivery of the English curriculum across all key stages.
- To promote student learning, enhancing progress and attainment.

PRINCIPAL RESPONSIBILITY AREAS:

- A. To provide strategic direction and development of the English Department.
- B. To maintain and develop high standards of teaching and learning.
- C. To lead and manage staff.
- D. To develop and deploy people and resources.

KEY TASKS:

1. To develop policies and practices for the English Department reflecting whole school aims and objectives.
2. To lead in the development of courses of study, teaching materials and methods with reference to the subject(s) area.
3. To establish a climate for learning that encourages positive attitudes from staff and students.
4. To analyse and interpret supplied data to inform policies and practices.
5. To establish, with colleagues, development plans for the department, contributing to whole school aims and establishing areas for improvement in English.

6. To monitor progress made in department development, leading to further improvement planning.
 7. To meet regularly with the deputy headteacher to review the department's progress.
 8. To take responsibility for updating professional knowledge and national initiatives to inform the department and line manager accordingly.
- B.
1. To act as a role model for the dissemination of good teaching practice.
 2. To ensure the implementation of agreed courses of study.
 3. To ensure the development of agreed cross-curricular skills through the English curriculum
 4. To evaluate the quality of teaching and student progress in the department, providing guidance, where necessary, on appropriate methods and maintaining an evidence base for school self evaluation.
 5. To carry out lesson observations, work audits, student interviews in pursuit of the above.
 6. To implement school policies for assessment, recording and reporting to parents in the department, including target setting.
 7. To organise additional learning opportunities in line with the course requirement and as appropriate to support learning.
 8. To develop effective links with the community, where possible to extend the subject(s) and enhance teaching and learning.
 9. To promote English and literacy amongst staff and students within the school.
- C.
1. To help staff to achieve constructive working relationships with students, implementing the school behaviour policy as required.
 2. To establish clear expectations and constructive working relationships among staff in the department through team working and mutual support, delegating tasks as appropriate.
 3. To develop the professional expertise of department members and carry out performance review in line with school policy.
 4. To coordinate and, where appropriate, lead the provision of professional development in the department.
 5. To ensure new members of the department and trainee teachers receive high quality induction and support.
 6. To work with the SENDCO, other support staff and outside agencies to ensure the needs of individual students are met.
 7. To hold regular formal meetings with members of the department with an agenda, minutes and other related papers.
 8. To maintain standards of professional conduct within the department.
 9. To ensure the headteacher, leadership team and governors are well informed about the English Department's policies and plans, alongside success in meeting objectives.
- D.
1. To prioritise resources for maximum efficiency and allocate in line with

- School and Department Improvement Plans.
2. To deploy staff to ensure best use of expertise recognising the need for professional development.
 3. To use accommodation to create a stimulating learning environment.
 4. To ensure there is a safe working and learning environment in which risks are properly assessed.

This job description does not define in detail all of the duties/responsibilities of the post, and will be reviewed at least once a year, and may be subject(s) to modification or amendment after consultation and agreement with the post holder.

I acknowledge receipt of this job description and understand its contents.

Signed (Post holder)

Signed (Deputy Headteacher)

Dated