

Hackney New School

Job Description

Post:

Head of Department English

Responsible to:

Headteacher

Salary scale:

MPS/UPS + TLR 1a £8,069

Job Purpose

To effectively lead and manage the department to ensure that all students and staff reach their full potential. The HoD must ensure that English is an outstanding department by setting demanding targets and providing effective support. An outstanding HoD will challenge both staff and students to achieve far beyond their preconceived limits. An effective HoD will ensure that English is an outstanding area of achievement, both within the school and against national benchmarks.

Main responsibilities of the post

- To be accountable for planning, development, monitoring and evaluation of KS3 and KS4 provision in English.
- To teach to a very high standards in GCSE English.
- To be accountable for high standards of learning, student progress, improved attainment and support and challenge for students.
- To comply with the range of duties and responsibilities of teachers as set out in the current School Teachers' Pay and Conditions document.

Specific responsibilities

Strategic Leadership

- To lead the teaching of KS3 and GCSE English subject.
- To lead by example through modelling excellent professional practice.
- To promote the sharing of good practice in teaching English amongst subject staff.
- To actively support and hold staff accountable in their performance.
- To ensure that student progress and attainment in English is outstanding.
- To attend appropriate INSET, to contribute to the whole-school CPD plan with a view to raising awareness, developing and disseminating good practice in the subject.
- To represent the department's interests at school and local meetings as may be required, and to actively promote effective subject links with external agencies, partner schools and the community.
- To respond actively to national, regional and local developments and initiatives, including content, teaching practice, curricula and methodology.

Operational role

- To undertake the duties of a head of department to an exceptional standard.
- To coordinate the teaching of English across the department.

- To develop new schemes of learning in line with the changing curricula.
- To ensure that the English curriculum is differentiated and accessible for all students.
- To lead analysis, organisation and distribution of all assessments.
- To carry out book looks, and learning walks in line with SEF and DDP foci.
- To carry out student interviews in line with SEF and DDP foci.
- To monitor progress and attainment of individual groups following interim assessments and put in measures of support with SLT.
- To set up and maintain trackers to monitor progress of individuals and groups of students, ensuring the tracker is accurate and up to date.
- To keep abreast of changes to the GCSE English subject curriculums and inform the department.
- To meet weekly with the Headteacher and take an active part in line management.
- Set cover in the absence of teachers in the department.
- To plan and prepare meeting agendas and items.
- To plan and prepare for parents/open evenings and other similar events.
- To jointly lead whole school detentions with SLT and other staff.

Quality and Standards

- To prepare reports for staff and governors where necessary.
- To contribute to the school's monitoring and evaluation processes.
- To adhere to all agreed Departmental and Whole School policies e.g. Feedback, DPR assignments (homework), S.E.N, and Equal Opportunities.
- To participate in public and internal examination arrangements as well as other assessment programmes.
- To have a working knowledge of teachers' professional duties and legal liabilities and adhere to the teachers standards.
- To take responsibility for own professional development and duties in relation to school policies and practices.

Teaching and Learning

- To teach assigned classes appropriately, according to their needs. This includes the setting, live marking and assessing of classwork, DPR assignments (homework), projects and visits, where appropriate.
- To act as a role model in the provision of high quality teaching, learning and assessment.
- To provide training on KS3 and GCSE English teaching and learning to the department during departmental meetings.
- To endeavour to give every child the opportunity to reach their potential and meet high expectations.
- To organise regular trips, in order for students to experience outdoor learning first hand.

Staff, Resources and Accommodation

- To support colleagues in the exercise of their responsibilities in the department.
- To complete performance management of teachers in the department.
- To mentor NQTs and underperforming teachers.
- To be responsible for English learning environments (classrooms and corridors).
- To be responsible for allocating department consumables (stationery, exercise books etc) and capitation.

Community

- To ensure effective dialogue and liaison with parents/carers, external agencies and partner organisations and ensure positive relationships with members of the wider community.
- To represent the school as required.
- To develop links with other schools, colleges and learning providers as appropriate.

General

- To maintain a high profile in the school.
- To support school functions as appropriate.
- To contribute to the development and implementation of the department development plan and action plans.
- To participate in the school's arrangements for assemblies and other events.
- To undertake self-review and engage in regular Performance Management as required.
- To establish effective working relationships and set a good example through personal presentation and professional conduct.
- To undertake the role of form tutor for students in a given form group.

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher.

This Job Description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.