**JOB DESCRIPTION**

**Our Vision –** *This job role will play a critical part in enabling the School to achieve its vision:*

**Excellence as a habit, not an action.**

**Excellence in who we are, Excellence in what we do, Excellence in our service of others.**

*The Marist School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment*.

**Job Description:** Head of English

**Status of the Post:** Full time, permanent

**Responsible to:** Deputy Head, Academic

**Supervisory responsibility for:** English Teaching Staff

**Job Purpose**

* To deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the **curriculum** area as appropriate.
* To monitor and support the overall progress and development of students as a teacher.
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
* To contribute to raising standards of student attainment and achievement.
* To share and support the school’s responsibility to provide and monitor opportunities for the personal and academic development of children and young people.
* Ensure the quality of learning and teaching within the English department is outstanding and provide support to teachers to maintain standards

**General Key Duties**

* Ensure a broad and balanced curriculum in line with the schemes of work and exam syllabuses is delivered
* Help deliver our KS3, GCSE and A Level curriculum.
* Use appropriate technology and outdoor learning experiences to enhance the curriculum.
* Liaise with the other teaching staff.

**Responsibilities**

* Planning well-structured lessons.
* Taking responsibility for own professional development and ensuring best practice in classroom teaching and learning.
* Keeping subject knowledge up to date.
* Contributing to the development of schemes of work and department resources.
* Contributing to schemes of work for KS3, GCSE and A Level.
* Contributing to the implementation of new courses within the subject area.
* Attending department and pastoral meetings as part of directed time.
* Contributing fully to the co-curricular programme.

**Teaching and learning**

* Demonstrate excellent practice in teaching.
* Carry out teaching duties in accordance with the school's schemes of work.
* Liaise with colleagues to develop and deliver programmes of study in a collaborative way.
* Set targets for student attainment levels based on effective use of data that incorporate suitable challenge.

**Assessing and reporting**

* Mark and return work within agreed time span, providing feedback and targets.
* Set learning and achievement targets and monitor progress towards those targets including keeping accurate records of progress.
* Annually review the attainment outcomes of students taught and assess and quantify impact on students’ learning of own teaching.
* Write reports for students as part of the school assessment cycle.
* Liaise with parents and attend parents’ evenings.
* Work within the Code of Practice relating to Special Educational Needs.

**Standards and quality assurance**

* Support the vision and ethos of the school.
* Ensure awareness of national developments relevant to subject and current best practice.
* Promote and model good relationships with pupils, colleagues and parents.
* Set a good example in terms of dress, punctuality and attendance.
* Uphold the school's behaviour code and uniform regulations.
* Participate in staff training and take a lead in own professional development.
* Actively seek the views of parents and learners as part of the self-evaluation process.

**Other requirements**

* Participation and contribution to the organisation of school visits and trips that complement learning.
* Regular attendance at meetings and parents’ evenings that are part of directed time.
* Support the pastoral development of students by being a form tutor.

**Performing other ad hoc duties**

* Any other duties as may be required by the Principal or Executive Team from time to time in support of the overall activities and smooth running of the School.
* Undertake any training considered appropriate for the better performance of the job.

**This job description is not necessarily a comprehensive definition of the post. It is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.**

**Appraisal** (Annual Professional Review/s)

* The post holder will be part of the school’s appraisal scheme. They will have an appraiser who will set agreed targets for the year. The Line Manager will monitor and review performance, including group teaching. The school will support the continuing professional development of all staff. The post holder will also line manage teachers in the department and be responsible for their annual appraisal.

**Professional Development**

* Keep up to date with current developments and emerging teaching practices.
* Regularly review the effectiveness of teaching in consultation with Line Manager, refining approaches where necessary.
* Be responsible for continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of the appraisal.
* Be prepared to undertake regular training in Child Protection and Safeguarding, and if applicable First Aid training, Food Handling and any other training required by the school.

**Health and Safety Responsibilities**

In accordance with the provisions of the Health and Safety at Work Act 1974 it is the responsibility of the post holder to take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the School Bursar, Headteachers, Governors and staff to enable them to perform or comply with its duties under statutory health and safety provision.

**Review and amendment**

This job description will be reviewed at least once a year and may be subject to modification at any time after consultation with the post holder.

Signature of post holder: …………………………………………………….. Date: / /

Signature of Chair of ……………………………………………………… Date: / /

Governors / Line Manager

**Person Specification: Head of English**

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |
| English Related Degree | ✓ |  |
| Fully Qualified Teacher | ✓ |  |
| Able to teach to KS4  | ✓ |  |
| Able to teach at A Level | ✓ |  |
| **Curriculum Experience**  | **Essential** | **Desirable** |
| Meets national standards for NQT | ✓ |  |
| Successful teaching across age and ability range | ✓ |  |
| Good knowledge of current curriculum developments | ✓ |  |
| **Pastoral Experience** |  |  |
| Successful experience working with young people in a pastoral capacity (e.g. as form tutor, youth worker, voluntary work) |  | ✓ |
| **Personal qualities** | **Essential** | **Desirable** |
| Excellent Communication Skills – both verbal and written | ✓ |  |
| Excellent Interpersonal Skills | ✓ |  |
| Excellent Time Management | ✓ |  |
| Have the ability to use IT packages to share learning | ✓ |  |
| Ability to keep calm under pressure | ✓ |  |
| Ability to work well as part of a team | ✓ |  |
| Enthusiastic and passionate teaching professional | ✓ |  |
| Be willing to contribute to our extra-curricular activities | ✓ |  |
| **Catholic Commitment**  | **Essential** | **Desirable** |
| Able to support the aims and ethos of a Catholic school | ✓ |  |

*The Marist School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*