



# SHARJAH ENGLISH SCHOOL

## Job Description - Head of English Department

Position: **Head of English Faculty.**

Accountable to: **Deputy Head of Secondary.**

Line management of: **English Teachers.**

### **Main Duties and Responsibilities**

The Head of Department is primarily responsible for the quality of teaching and learning of English Language and Literature in the Secondary School.

In particular the Head of Department is responsible for the following:

### **Leadership**

- The Head of the English Department should be a visual presence throughout the school and as many students as possible should want to continue the study of these subjects in the sixth form. This includes, but not limited to:
  - The promotion of the Department at Options evenings (Year 9 and Year 11).
  - Updating 7-9, GCSE, and Sixth Form information booklets as requested.
- Ensure that members of the English Department fulfill the requirements of their job and to ensure effective co-operation, collaboration and communications within the department.
- Attend Heads of Subject Academic Learning Community meetings. Feedback relevant information and ensure that action points agreed on are acted upon within the Department.
- Take a lead in the completion of the English Department Self Evaluation processes.
- Lead English Faculty Meetings, ensuring a focus on improving student outcomes.
- Support teachers in the timely and effective reporting of information to parents, whilst monitoring the quality of English Department reporting.
- Ensure all colleagues follow the expectations of the school and maintain the highest professional standards at all times.
- Manage the English Department budget.
- Play a key role in the recruitment of new members of the English Department.
- Manage all levels of examination entries and administration. This should be done in conjunction with the Exams Officer.
- Be contactable on A-Level results day & I/GCSE admissions day in week 0.
- Cultivate links with the same English Faculty areas within the UAE region.
- Induct all new teachers into the English Department
- Maintain and update the English Department development plan. This must feed into the School's strategic plan.
- Maintain and update English Department policies and to review them regularly; to ensure that school expectations with regards to marking, data analysis and reports are met.
- Rooming of all relevant Department lessons. This should be done in conjunction with the Deputy Head of Secondary School.

- Faculty timetable: All timetabling requests (staffing sheets) should be completed in conjunction with the Deputy Head of Secondary School..
- Conduct a systematic self-evaluation of the English Department each year and a thorough analysis of examination results, for discussion with the Head of Secondary in September.
- Have direct input into developing the leadership of teachers within the English Department. Teachers should be given the opportunities for professional growth to enable them to take on positions of extra responsibility.
- Ensure that Google Classroom is used in the appropriate way that lines up with the whole school use of the platform.

### **Teaching and learning**

- Maintain and seek to improve standards of learning and teaching and to provide a disciplined, stimulating and appropriate learning environment.
- Deliver inspirational teaching of English with the use of innovative resources.
- Oversee the development and delivery of the 7-9, I/GCSE and Sixth form curricula.
- Create regular opportunities for teachers to share, reflect and improve on classroom practice.
  - Organise Professional Development sessions for English Department meeting time and ensure that those receiving relevant external professional development formally share best practice with others within the department.
  - Providing teaching support to members of the department, particularly offering teaching expertise, examples of good classroom practice, constructive criticism of lesson approaches and teaching materials.
  - Organisation of English Department wide learning walks in line with the schools SGP/Monitoring policy.
- Ensure that assessment is both regular and thorough and that full records of students are kept.
- Ensure assessment and feedback strategies are of the highest standards and have a direct impact on improving the quality of teaching and learning.
- Monitor the setting, submission and assessment of homework.
- Manage and monitor the work of teachers.
- Coordinate completion of coursework in Year 13.
- Use tracking data to monitor student performance and to raise standards.
- Compare performance of students in their subjects against previous performance and against ability.
- Organise the distribution of cover work for absent colleagues as required.
- Observe all new members of the Department/Faculty during the first half term.
- Coordinate with SEN departments to ensure all teachers understand the needs of the students that they teach as well as looking at strategies to improve their learning and understanding.
- Liaise with appropriate Primary School coordinators on curriculum transition.

### **Enrichment**

- Leading and promoting an annual House based activity.
- Maximise cross-curricular links with other faculties.
- Develop opportunities for enriched learning both outside and inside of the classroom.
- Ensure all members of staff contribute to the school's extra-curricular programme.
- Oversee the organisation of field trips with due regard to Health and Safety issues.
- Be a visible presence in the extra curricular aspects of school life.
- Ensure Faculty events are put into the calendar. This is done in conjunction with the Head of Secondary.
- Lead an activity during Enrichment Week.

## Other

- Coordination and upkeep of textbook lists, stationery lists. This to be in conjunction with the Assistant Head of Secondary School.
- Develop the facilities available to the Faculty.
- Organisation and maintenance of Faculty areas (Photocopier, staff share area, water, maintenance, paper etc)
- Overall responsibility for the Faculty classrooms, making sure displays are informative and professional. Areas outside of the Faculty rooms should also be managed to enrich the learning spaces around each classroom and promote the Faculty.
- Coordinate the production of internal exam papers and revision materials.
- To perform other tasks which the Head of Secondary / Assistant Head of Secondary may reasonably assign.

## SUBJECT SPECIFIC ROLES

The Head of the English Faculty will:

- be passionate about their subject and can demonstrate the subject knowledge required to deliver engaging lessons across the age and ability range of students at the school.
- be an outstanding teacher.
- be excited to contribute to the co-curricular and pastoral aspects of the SES School community.
- demonstrate a solid understanding of, and commitment to working within the principles of equality, diversity and inclusion.
- has strong interpersonal skills and can build relationships and collaborate with a wide range of people.
- be committed to their and others' ongoing professional development.
- embrace developments and innovations in teaching and learning and is open to a range of approaches to assessment and differentiation in the classroom.
- demonstrate good ICT competence and willingness to use new technologies for teaching and learning.
- be highly motivated and work independently as well as collaboratively within wider teams, particularly with other Heads of Department and Faculty.
- be interested in the welfare and pastoral wellbeing of all students in the secondary school.
- have first class oral and written communication skills.
- have a positive attitude, an optimistic approach to change and development, a balanced sense of perspective and a good sense of humour.
- be committed to encouraging the Faculty to ensure that all English lessons are enjoyable, challenging and informative.
- monitor the timely completion of tasks, particularly marking and effective feedback, of Faculty staff.
- monitor the stretch and challenge of English lessons.

- promote literacy across the curriculum.
- ensure standardisation across all assessments.