**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

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| **Job Title: Head of English** | **Salary Range:** **Teacher pay scale with a TLR (reflecting experience).** |
| **Accountable to:** **Deputy Headteacher, Curriculum, Teaching, Learning and Assessment.** |  |

**Job Purpose and Responsibilities:**

* To lead the English Department.
* To be accountable for standards in the English Department and the progress of all students.
* To report as appropriate to the Deputy Headteacher for Curriculum, Teaching, Learning and Assessment.
* To ensure compliance with all policies and procedures relevant to the position.
* To share and support the responsibility to provide and monitor opportunities for personal and academic growth whilst fostering the academy’s ethos providing equal opportunities for all.
* To take an active responsibility for the safeguarding and welfare of all students.

**Leadership**

* To lead the development of the English curriculum, resources, schemes of work, marking policies, assessment and teaching and learning strategies.
* To be responsible for the day-to-day management, control and operation of course provision, including effective deployment of staff and physical resources.
* To ensure accurate assessment and effective monitoring of student progress. To proactively respond to the information when appropriate. To ensure all student data is up to date and reported in the required format to relevant stakeholders.
* To model outstanding teaching.
* To ensure appropriate arrangements for classes when staff are absent.
* To ensure appropriate staff development in the English Department, including induction.
* To manage the English Department budget.
* To be responsible for the examinations, internal and external,of all students in the English Department in liaison with the Examinations Officer.
* To be responsible for writing and updating the English Department Development Plan (DDP). Ensure effective on-going self-evaluation to inform the DDP.
* To support the English Department staff as required.
* To be responsible for the performance management of identified staff.
* To lead English Department meetings.
* To be a significant contributor to the Curriculum Board.
* To promote English education and the English Department.
* To maximise opportunities for students to participate in wider activities that reflect the broader English curriculum.

**Student support**

* To be a form tutor to an assigned group of students.
* To promote the general personal development and well-being of individual students and the tutor group as a whole.
* To liaise with the relevant pastoral leaders to ensure the implementation of the student support system.
* To inform the appropriate staff of concerns about a student(s) in the required timeframe.
* To be fully aware of all matters of child protection and safeguarding and follow the appropriate policies and procedures as required.

**Professional**

* To continue with own professional development including being up to date with the latest developments in teaching practice and methodology, in particular in relation to the English curriculum.
* To be aware of department and academy health and safety measures, including relevant risk assessments.
* To take part in Open Evenings and Parents’ Evenings and any other similar events to support students and their families.
* To attend meetings and professional development activities as required.
* To carry out duties in line with published rotas
* To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To promote positive and professional working relationships within the staff body.
* To be a professional role model.

*The above is not exhaustive and maybe amended commensurate with the post holder’s salary and grade as required by the Headteacher*