



## **HEAD OF ENGLISH**

**Chellaston Academy, QEGSMAT**

**Permanent**

**1.0FTE**

**MPS/UPS WITH TLR 1.2**

QEGSMAT are seeking to appoint an enthusiastic Teacher of English to join our hardworking and high achieving team at Chellaston Academy to 'inspire each other to realise our potential through Integrity, Care and Excellence'

Chellaston Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

### **Why work for us?**

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- With access to Teacher Pension Scheme employer contributions of 23.68% for Teachers.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 702502. Further details about our school can be found on our website: [www.chellaston.derby.sch.uk](http://www.chellaston.derby.sch.uk)

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

**Closing date for applications:** 9<sup>th</sup> October 2023  
**Interview date:** W/C 16<sup>th</sup> October 2023  
**Salary:** MPS/UPS with TLR 1.2  
**Potential Start date:** January 2024



## **JOB DESCRIPTION**

<b>Post Title:</b>	Head of English
<b>Reporting to:</b>	Leadership Team Line Manager
<b>Responsible for:</b>	All Staff within the curriculum area
<b>Scale:</b>	Main Pay Scale / Upper Pay Scale & TLR 1.2
<b>Disclosure Level:</b>	Enhanced

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### **PURPOSE OF THE POST:**

- Be accountable for leading, managing and developing English curriculum across all year groups;
- Be accountable for the attainment and progress of all students and discrete groups of learners, including Eligible, EAL and SEND students, across all year groups within the department;
- Monitor and support student progress within the department;
- Effectively manage and deploy teaching/support staff, financial and physical resources within the curriculum area, including human resources;
- Monitor, develop and enhance the teaching practice of others;
- Promote the development of students' academic, moral, social, personal and cultural education through the consistent and fair implementation of the academy's values and expectations;
- Contribute to the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying English across all year groups, in accordance with the aims of the school and the curricular policies determined by QEGSMAT, Local Governing Body and Headteacher;
- Play a full part in the life of the school community, to support its distinctive ethos and to encourage and ensure staff and students follow this example;

## **MAIN DUTIES**

### **Teaching Duties**

- Undertake an appropriate programme of teaching in accordance with the duties of a teacher (Ref: Job Description – Teacher);
- Engage actively in continuing professional development and the appraisal process.

### **Pastoral Duties**

- Be a Form Tutor and to carry out the duties associated with that role as outlined in the generic Teacher's Job Description, including supporting the Head of Year in monitoring and maintaining student progress, behaviour and attendance;
- Contribute to PSHE and Character Education within the Academy's Wellbeing framework;
- Ensure behaviour and rewards are implemented in the curriculum area so that effective learning can take place;
- Support the Emergency Call Out and Duty rotas as appropriate;
- Liaise with Head of Year and monitor positives and negatives. Lesson removal and Emergency call out logs within the curriculum area and identify where support is required in order to maintain behaviour standards.

### **Curriculum and Assessment**

- Lead and be accountable for the development and delivery of the English curriculum across all year groups, including the development of appropriate schemes of work, resources, and departmental guidance documents relating to teaching, learning and assessment;
- Ensure continuity of student learning and progress within the curriculum within a linear assessment model across all year groups, including the review and selection of appropriate exam boards and specifications;
- Develop and enhance appropriate assessments and criteria linked to the subject-specific knowledge, skills and understanding expected of students to facilitate their progress; Keep up to date with and respond to national, regional and local initiatives within the curriculum, including changes associated with new exam specification content and assessment;  
Responsible for the development and implementation of whole-school initiatives and strategies, including literacy, reading and numeracy, across the curriculum.

## **Staff Deployment, Development and Recruitment**

- Responsible for the day-to-day management, timetabling and deployment of staff within the designated curriculum area;
- Act as a positive role model, promote teamwork and motivate staff to ensure effective working relations;
- Responsible for the efficient and effective deployment of support staff, cover supervisors and supply within the curriculum area, ensuring that appropriate cover is set in the during staff absence;
- Work with the member of the Leadership Team to be responsible for the school calendar to ensure curricular events are calendared and to arrange appropriate cover;
- Manage the performance of staff and conduct appraisal reviews within the designated curriculum area in accordance with academy guidelines;
- Work with the Leadership Team Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs;
- Participate in the school's Initial Teacher Training programme as and when applicable.
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures;

## **Student Progress Monitoring and Reporting**

- Monitor the progress made by all students and discrete groups of learners, including Eligible, EAL and SEND students, across all specific year groups within English using whole-school and departmental data tracking systems;
- Coordinate with colleagues within the curriculum area in identifying underachieving students and the implementation of appropriate mentoring/intervention programmes as required;
- Ensure that reporting deadlines are met by all colleagues within the curriculum area, and that where students are not making expected progress they and their parents receive clear information on how they can improve;
- Review student targets/"Flight Paths" after every assessment period and in light of amendments to national performance data as appropriate;
- Liaise with colleagues within the curriculum area and the Leadership Team Line Manager before making amendments to student targets/"Flight Paths";
- Liaise with the SENCO and their team in order to ensure that the specific needs of SEND students within the curriculum area are being met, and to ensure effective transition between all specific year groups;
- Produce reports on external examination performance for the Leadership Team and Local Governing Body compared to internal projections and national performance data e.g. A8 Estimates, RAISE Online, ALPS and other comparative data sets;
- Produce reports for the Leadership Team and Local Governing Body on the progress being made by students currently on roll.

## **Quality Assurance**

- Establish departmental expectations relating to teaching, learning and assessment practice, marking and feedback, and homework in accordance with whole-school standards and expectations;
- Monitor the implementation of whole-school and departmental expectations and the quality of teaching, learning and assessment through lesson observations/learning walks, work scrutinies, student interviews, surveys and parental feedback;
- Identify areas of effective practice to be shared within the curriculum area, and areas of practice that require development or urgent action;
- Complete self-evaluation reports (SEF) for the Leadership Team and Local Governing Body relating to the quality of teaching, learning and assessment, external examination performance and the progress being made by students currently on roll as appropriate;
- Produce departmental improvement and action plans (DIP/DAP) based upon departmental self-evaluation to develop and enhance the curriculum, quality of teaching, learning and assessment and/or to improve student progress as appropriate;
- Participate in and contribute to whole-school quality assurance procedures, e.g. lesson observations beyond the curriculum area, as appropriate;
- Produce reports for the Leadership Team and Local Governing Body on the impact of departmental improvement and action plans (DIP/DAP) and mentoring/intervention programmes and as appropriate.

## **Communications and Marketing**

- Work with colleagues to formulate aims, objectives and strategic plans for all aspects of the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the academy;
- Ensure effective communication/consultation as appropriate with all stakeholders including students, parents, colleagues, Local Governor's;
- Represent the curriculum area's views and interests, and to provide updates relating to curriculum development, student performance and the quality of teaching, learning and assessment at leadership meetings, Local Governor's meetings and other relevant forums;
- Lead the development of effective curriculum links with partner schools and the community, attending where necessary liaison events in partner schools, and the effective promotion of English at Open Days/Evenings and other events;

## **Other Head of English duties**

- Implement whole-school policies and procedures (e.g. Equal Opportunities), initiatives and aspects of the School Improvement Plan relevant to the curriculum area;
- Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the curriculum area are in line with statutory requirements and are updated where necessary;

- Lead and manage the business planning function of all aspects of the curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of students within the curriculum area, including School Improvement Plan/Departmental Improvement Plan and the aims and objectives of the academy.
- Liaise with the Leadership Team Line Manager and/or Exams Officer to maintain accreditation with the relevant examination and validating bodies.
- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the curriculum area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- Lead and manage a programme of co-curricular activities across the full age range, maintaining high levels of participation and competition.

**Please note:** Employees will be expected to comply with any reasonable request from their Line Manager to undertake work of a similar level that is not specified in this job description. This job description is current but, in consultation, may be changed by the CEO/Trustees reflect or anticipate changes in the job commensurate with the scale and job title.



## PERSON SPECIFICATION

	Essential	Desirable	Evidence
<b>Qualifications</b>	<p>Honours degree or equivalent</p> <p>Teaching qualification</p> <p>Involvement in recent professional development</p>	Evidence of relevant and ongoing CPL	Certificates
<b>Skills</b>	<p>Be highly competent teacher</p> <p>Be familiar with a variety of teaching and learning styles</p> <p>Be able to motivate and earn the respect of students of all abilities</p>	Leadership and Management	<p>Application form</p> <p>Interview</p> <p>Observation</p>

<b>Knowledge</b>	<p>Subject and curriculum knowledge</p> <p>Planning for students across the ability range</p> <p>Using formative and summative assessment to improve student outcomes</p>	<p>New GCSE Specifications</p> <p>Knowledge of current issues and recent developments in the curriculum area</p>	<p>Application form</p> <p>Interview</p> <p>Observation</p>
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<b>Experience</b>	<p>Teacher of English at GCSE</p> <p>Experience of 11-16 age range</p> <p>Involvement in teaching examination classes</p> <p>Experience of recent curriculum development</p> <p>ICT Literate</p> <p>Familiarity with exam board assessment and procedure</p>	<p>Teacher of English post-16</p> <p>Experience of 16-18 age range</p> <p>Experience of leading a department</p>	<p>Application form</p> <p>Interview</p>
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<b>Personal Qualities</b>	<p>Have an enthusiasm for the subject and the ability to enthuse students</p> <p>Have a capacity for hard work</p> <p>Be able to work cooperatively with team members</p> <p>Show initiative and enthusiasm for their subject</p>		<p>Application Interview</p>
	<p>Have an interest in Information Technology and its applications to education</p> <p>Be keen to make an extra-curricular contribution</p> <p>Ability to challenge discriminatory practice</p> <p>A commitment to comprehensive education</p> <p>A commitment to equal opportunities</p> <p>A concern to help each child develop their full potential</p>		

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_