



**William de Ferrers School  
Job Description**

**Head of English  
January 2019**

**TLR 1c.2 £13,023.00**

**Possibility of leadership spine for experienced candidates**

<b>General Duties</b>
Responsibility for the leadership, management and strategic direction of colleagues.
Curriculum development and quality assurance.
Ensure quality of provision in all Key Stages within the department.
Contributing to the development of school policy in relation to behaviour management and behaviour for learning.
Reviewing the CPD needs, career development and performance management of colleagues.
The development of school policy for the behaviour management and behaviour for learning of students.
Assisting in the management, deployment and development of support staff.
Implementation of whole school policies dealing with pupil progress, assessment, pastoral care and student welfare.
Working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate.
<b>Specific Responsibilities</b>
Ensure the provision and delivery of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the headteacher and the governing body.
To have responsibility for the quality and leadership of learning and teaching in the subject.
Lead self-evaluation and quality assurance procedures across the department in line with school policy, including classroom observations, learning walks, work scrutinies and feedback to staff.
Lead the annual process of improvement planning at departmental level, including contributing to whole-school improvement planning.
Use data to monitor progress, identify interventions and inform departmental strategic and lesson planning.
To act as a facilitator and co-ordinator of new initiatives and innovative practice in the teaching of the subject.
Organise and lead collegiate activity time within the department, including departmental meetings and CPD activities.
Monitor the delivery of the curriculum and the assessment of pupil progress to ensure that teachers and students are working towards the highest standards of attainment and achievement.

Ensure that all learners' needs are met within the department, including those with additional support needs.
To lead the school's promotion of high quality writing throughout the curriculum.
Ensure there is good behaviour amongst pupils in the department through the development and implementation of positive behaviour strategies in line with the whole school discipline policy. Manage and deploy teaching/support staff, devolved budgets and physical resources within the department.
Promote links with the wider community, including primary schools.
Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
<b>Expectations</b>
To put students first in everything that you do.
To be flexible in order to meet the constantly changing demands of this role.
To be prepared to meet and plan collaboratively with colleagues beyond the department and in other schools.
To keep up-to-date with educational developments, strategy and thinking.
To actively pursue your own professional development as a leader in education.
To show commitment to the rigorous continuous improvement of the school.
To demonstrate a positive commitment to working with stakeholders (pupils, governors, PTA, parents, staff and other partners) to improve the performance of the school.
<b>Accountability</b>
<p>The post holder will:</p> <ul style="list-style-type: none"> <li>• be managed by a member of the senior leadership team.</li> <li>• be accountable to the headteacher in accordance with the priorities and policies of the school and its governing body.</li> </ul>

The duties of this post may vary to meet the requirements of the school.

Further details on the school can be found on our website [www.williamdeferres.essex.sch.uk](http://www.williamdeferres.essex.sch.uk).

**Mr Mike Applewhite**  
**January 2019**