



Broomfield School - Job Description

HEAD OF ENGLISH AND MEDIA STUDIES

Job title	Head of English and Media Studies
Line Manager	A member of SLT
Type of post	Permanent
Salary scale	Main Pay Scale /Upper Spine + <i>Allowance Attached To Post: TLR 1b</i>
Contracted Hours	Full-time

JOB PURPOSE:

- Lead and manage the Department, **which includes English Language and English Literature, and Media Studies and whole-school literacy (including our own programme, Creating Literate Learners (CLL))** to:
 - ensure the success of all pupils, i.e. pupils meet or exceed their target grades and enjoying their learning,
 - ensure the highest standards of teaching and learning throughout the department to raise standards of attainment and progress to an outstanding level,
 - ensure the highest standards of pupils' personal development and behaviour,
 - ensure the highest standards of safety and welfare,
 - ensure that high-quality pupil work is displayed to enrich the school enrichment generally and not simply the departmental rooms,
 - ensure that the departmental classrooms and zone are clean, tidy and attractive for pupil learning and educational enjoyment, including displays,
 - **ensure that language and literature and literacy are popular and vibrant within the school,**
 - ensure the high levels of pupil subject-selection at KS4, i.e. high levels of exam-class recruitment,
 - support the Head Teacher in maximising the attainment and progress of all pupils by playing a key strategic role as an agent for change in moving the school forward through the development of the Department.

SPECIFIC RESPONSIBILITIES

Leading and managing the Department.

Curriculum, Teaching and Learning

- Monitor the teaching and learning within the department and lead it to an outstanding level.
- Co-ordinate and be responsible for the development of all schemes of work within the department.
- Ensure that suitable schemes of work are in place for pupil success and that staff are keeping to the timelines.
- Oversee the assessment of all groups within the department according to school policies and procedures, including standardising pupils' work, meeting deadlines, quality assuring 'Context Sheet' action plans for positive impact and so forth.
- Ensuring that homework is set and marked according to school policies.
- Maintain good order and discipline, within the department, with your pupils both inside and outside the classroom.
- Ensure the provision of detailed, accurate reports on each pupil taught according to school policy and procedures.
- Communicate and consult with parents and other persons or agencies outside the school as required.
- Ensure that the pupils' personal development, behaviour and welfare are of the highest standards and that staff within the department are consistently applying rewards and sanctions according to school policies and procedures.

Assessment, Examinations and Outcomes

- To monitor and set in place strategies for raising attainment and progress at all levels, including vocational exams, BTEC and GCSE, as appropriate.
- Ensure that all staff are trained in and are following exam requirements.
- To ensure exam standardisation/moderation.
- Participate in arrangements for preparing pupils for their external examinations.
- Ensuring the safe-keeping of pupils' work, including examination work.
- Standardise and validate assessments at all key stages.
- Promoting the subjects of the department to ensure viable examination groups at KS4.

Strategic

- Formulate the aims and objectives for the Department which contribute to the School Improvement Plan.
- Within the department, write a departmental Department Improvement Plan and Departmental Self-Evaluation in line with the whole-school School Improvement Plan and Self Evaluation Form.
- Motivate the teaching staff.
- Co-ordinate inset training/CPD, including H&S training for oneself and Department staff.

- Take responsibility for the professional development of department members, including liaison with the Achievement Directors and SLT, as appropriate.
- Keep up to date with specification developments, briefing department members and the Head Teacher.
- Managing a budget effectively.
- Managing departmental stock effectively and advising SLT on the upgrade and development of the stock and provision within the school.
- Take responsibility for the organisation of classes should a member of the department be absent.
- Set work for your classes when away from school.

Health and Safety and Environment, and Pupil Safeguarding

- Take responsibility for the environment, equipment and resources of the Department, including maintenance of equipment and machinery and the Health and Safety of pupils and staff.
- Frequent checks of all equipment will be required. A safety-check log is to be maintained.
- Ensure that the departmental area is safe, clean, inviting and a stimulating learning environment for all pupils.
- Safeguard the Health and Safety of pupils and staff in your care and ensuring that all of the required H&S procedures are followed.
- To ensure that all child protection and safeguarding measures are followed, including with regard to visitors, volunteers and external support.

GENERIC RESPONSIBILITIES

Whole School Responsibilities

- Participate in supervisory duties as required.
- Act as form tutor, attend meetings, carry out related duties, such as administration, and meet the social and curricular needs of pupils in accordance with the general job description.
- Contribute positively to the atmosphere of the whole school.
- Uphold and implement the policies and ethos of the school, as directed by the Head Teacher, both in and out of the classroom.
- Provide pupils with guidance on educational and social matters relating to their studies and future careers.

Operational and strategic responsibilities:

- Deliver effectively planned and prepared lessons for assigned pupils in the designated curriculum areas in line with Department programmes of work, pupils' individual needs and the programmes of other departments as appropriate.
- Take responsible for the implementation of national and school policies within the Department and across the school at KS4.
- Set homework appropriate to each pupil's needs in line with schemes of work and school policy.
- Assess, record, review, report in line with school policy and Department procedures.
- Management of pupils' education, including the implementation of the school's Inclusion, EAL and SEN policies.
- Track pupil-progress across the Department and specifically within assigned teaching and tutorial groups.
- Develop appropriate syllabuses, resources, schemes of work, marking and assessment policies, standardisation procedures and teaching strategies in the designated curriculum area.

Curriculum provision and development

- Take responsibility for any vocational exams, BTECs and GCSEs within the Department - option procedures, courses, numbers, internal/external exams, results, etc.
- Ensure that the curriculum area provides a range of teaching which meets pupils' needs and monitor implementation of policies, schemes of work, keeping of records, assessment and all other policies within the Department.
- Liaise with the relevant SLT lead over matters of Department curriculum and timetable.
- Develop curriculum, ensuring its continued relevance to pupils' needs, examining and awarding bodies' requirements and the school's identified priorities.
- Keep up to date with developments in the subjects (including research/inspection findings), classroom management and pedagogy to encourage good practice and ensure information is disseminated across the Department.

Personnel

- Support all members of the Department in matters of pupil conduct in accordance with the school's referral system.
- Plan training/professional development activities within the school's CPD and coaching programmes.
- Appraise Management team members as directed by the Head Teacher.
- Ensure the effective and efficient deployment of classroom support.

Raising standards

- Establish common standards of good practice and the development of effective teaching and learning within the subject areas.
- Organise, encourage and support extra-curricular activity within the Department.
- Liaise with classroom support staff in the planning and preparation of appropriate programmes and resources to support pupils' individual needs.
- Set targets within the Department and ensure that targets set for Department at SLT level are met.

- Implement the school's policy on rewards and sanctions and contribute to the promotion of good order and a disciplined working environment throughout the school.
- Lead on the Department's programme of enrichment activities (e.g. booster classes, visits, Immersion Days, special events and trips abroad).
- Monitor, evaluate and review programmes in line with school policy.
- Use findings from Departmental inspections to modify practice and raise standards with assigned groups.

Management information

- Maintain appropriate records and provide relevant, accurate and up-to-date information for Department management information systems, registers, etc.
- Analyse and evaluate performance data to support improvement.

Communications

- Represent the Department at whatever meetings are required and disseminate information.
- Ensure the efficient conduct of regular Departmental meetings (agenda, chair, minutes/notes).
- Liaise fully with members of the Department over all relevant issues.
- Support the school's policy in ensuring that all reports to parents/carers are produced to a high standard and meet the agreed timescales.
- Ensure effective communication as appropriate with parents/carers and relevant external bodies.

Promotion

- Contribute to school and Department promotional activities, the school website, events and extended curriculum.
- Contribute to the development of effective subject links with partner schools and the wider community as appropriate.

Management of resources

- Identify resource needs and put in place systems that ensure the efficient and effective use of physical resources.
- Allocate capitation and take overall responsibility for Department finance and resources.
- Keep all teacher materials up-to-date, including the selection of department textbooks.
- Take good care of your teaching spaces and all teaching materials provided by the school.
- Promote the subject within the school and contribute material to the website.
- Take responsibility for the environment, equipment and resources of the Music Department, including maintenance of equipment and machinery and the Health and Safety of pupils and staff.
- Frequent checks of all equipment will be required. A safety-check log is to be maintained.

Pastoral responsibilities

- Take responsibility for safeguarding and promoting the welfare of pupils.
- Promote, monitor and support the overall progress, well-being and development of assigned pupils.
- Liaise with the appropriate Achievement Director to ensure the implementation of the school's agreed pastoral policies.
- Evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- Implement the school's codes of conduct and good practice guides to ensure that effective learning takes place.

Teaching

- Undertake an appropriate programme of teaching within the school, ensuring a high quality learning experience for all pupils.
- Assess, record analyse and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- Ensure that ICT, literacy and numeracy are reflected in the teaching/learning experience of pupils.
- Develop and use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of Department programmes of work.
- Provide oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Maintain discipline in accordance with school policy and to encourage high standards with regard to punctuality, behaviour, standards of work and completion of homework.

Additional responsibilities

- Support for non-specialist staff.
- Assist with Department quality assurance.

In undertaking this role, the post holder shall ensure that all duties are carried out with due regard to the school's Safeguarding, Health and Safety and other school policies and procedures.

Equality and Diversity

The School has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety

The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

- Understanding the hazards in the work they undertake
- Following safety rules and procedures
- Using work equipment, personal protective equipment, substances, and safety devices correctly
- Working in accordance with the training provided and only undertaking tasks where appropriate training has been received

Employees shall co-operate with the School by allowing it to comply with its duties towards them. This requires employees to:

- Take part in safety training and risk assessments and suggest ways of reducing risks
- Take part in emergency evacuation exercises

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager. Employees shall read the School's Health & Safety policy to understand their responsibilities as an employee.

Information Security

In order to protect the confidentiality, integrity and availability of School's information, including information provided by pupils, parents, partner organisations and other third parties, where applicable, employees will comply with the School's Information Security Policy.

Commitment to Safeguarding of Children and Vulnerable Groups through safer employment practice

Broomfield School is committed to safeguarding and promoting the welfare of children and young people. Safe recruitment of staff is central to this commitment, and the School will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children and young people. All staff employed to work with or on behalf of children and young people in the School must be competent.

All staff working with Children & young people should be aware of, and share the commitment to safeguarding and promoting the welfare of children and young people when applying for posts at Broomfield School.

Generic - professional responsibilities from the *School Teachers Pay and Conditions Document, 2018, pp45-46.*

As a teacher the post holder is required to undertake the following duties.

Teaching

- 50.2. Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.*
- 50.3. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.*
- 50.4. Participate in arrangements for preparing pupils for external examinations.*

Whole school organisation, strategy and development

- 50.5. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.*
- 50.6. Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.*
- 50.7. Subject to paragraph 52.7 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.*

Health, safety and discipline

- 50.8. Promote the safety and well-being of pupils.*
- 50.9. Maintain good order and discipline among pupils.*

Management of staff and resources

- 50.10. Direct and supervise support staff assigned to them and, where appropriate, other teachers.*
- 50.11. Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.*
- 50.12. Deploy resources delegated to them.*

Professional development

- 50.13. Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.*
- 50.14. Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.*

Communication

- 50.15. Communicate with pupils, parents and carers.*

Working with colleagues and other relevant professionals

- 50.16. Collaborate and work with colleagues and other relevant professionals within and beyond the school.*

Please Note: This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. **The post requires clearance by Disclosure and Barring Service (Enhanced Disclosure).**

End of Job Description

PERSON SPEC.: HEAD OF ENGLISH AND MEDIA STUDIES	Essential	Desirable	Evidenced by
Qualifications			
A good degree from a recognised university either in the UK or overseas. A PGCE or equivalent teaching qualification. QTS.	✓		Application
Relevant professional development.	✓		Application
Ability to teach English Language and English Literature to GCSE.	✓		Application
Able to teach at least one other subject to GCSE.		✓	Application
Evidence of further study/research, particularly in the field of education.		✓	Application
<i>A comparable amount of training and experience may be substituted for the minimum qualifications</i>			
Experience			
The knowledge, experience and enthusiasm to help move the school forward in the key role of Head of Department.	✓		Interview
An outstanding classroom teacher at all key stages, resulting in outstanding pupil progress.	✓		Interview
A proven track record of driving through improvement in English education and literacy.	✓		Interview
Successful experience as a post-holder in an English department.	✓		Interview
Success in providing and organising extra-curricular English/Literature provision.		✓	
Excellent pedagogical knowledge and experience of using teaching and learning to raise achievement.	✓		Interview
An excellent knowledge of current curriculum issues and developments.	✓		Interview
Experience of developing assessment practice within a department.	✓		Interview
Successful classroom experience in a multicultural school.	✓		Interview
A thorough knowledge and understanding of strategies to meet the needs of a wide range of learners.		✓	Interview
Experience of teaching to Advanced Level.		✓	Interview
Ability to teach at least two subjects to GCSE level.	✓		Application/Inter
Knowledge and Skills			
The ability to lead and motivate staff effectively.	✓		Application/Interview
The ability to raise the achievement of all learners by ensuring that teaching across the department is of the highest quality and is innovative, engaging and enjoyable.	✓		Application/Interview
The ability to use a range of teaching and learning strategies, including ICT, in order to effectively engage students.	✓		Application/Interview
The ability to evaluate rigorously standards of teaching and learning within your department, including through data analysis.	✓		Application/Interview
The ability to use findings from quality assurance and evaluation exercises in order to identify key actions to ensure improvement.	✓		Application/Interview
Excellent classroom management skills.	✓		Application/Interview
Knowledge and understanding of the use of data and target setting.	✓		Application/Interview
Excellent interpersonal skills.	✓		Application/Interview
Excellent written and oral communication.	✓		Application/Interview
A willingness to contribute to the middle leadership role within the school community.	✓		Application/Interview
A good finisher.	✓		Application/Interview
General/Personal Qualities and Characteristics			
A strategic vision for the role of this subject within the curriculum.	✓		Interview
A strategic vision for the Spiritual, Moral, Social and Cultural dimension of this subject across the school.	✓		Interview
An excellent attendance and punctuality record.	✓		Interview
A willingness to learn and develop new skills.	✓		Interview
The desire and ability to contribute towards raising achievement at department level.	✓		Interview
A commitment to high standards and expectations for self, staff and pupils.	✓		Interview
An understanding of and commitment to equal opportunities.	✓		Interview
A willingness to be involved in activities that promote the extended school agenda.	✓		Interview
Resilience and a sense of humour.	✓		Interview
Ability to lead and inspire colleagues and pupils.	✓		Interview
A good communicator with pupils, colleagues and parents.	✓		Interview
A real desire to see every pupil succeed.	✓		Interview
The ability to inspire and enthuse pupils so that this subject is vibrant within the school.	✓		Observation
A lover of hard work and success in finishing projects successfully.	✓		Application
End of Person Specification			