

GLF Schools Job Description- Head of Department

Job Title	Head of English	Job Reference	
Location	de Stafford School	Travel required	No
Core purpose			
<ul style="list-style-type: none"> The Head of English is responsible for providing effective leadership to all departmental staff, to enable preservation of the current successful and effective department status, and to lead the way in continuously striving to build on our already successfully high standards within the department. 			
Key Accountabilities			
Strategic Leadership			
<ul style="list-style-type: none"> Working alongside the Leadership and Management team, the Head of English will be required to develop a shared vision and strategic plan, which inspires and motivates students, staff and all other members of the school community. To be responsible for leading and developing colleagues performance, through the appraisal process, so as to maximise the process of all students. To develop and maintain a robust and coherent department development plan in line with the schools development plan. To create, maintain and enhance effective working relationships amongst members of the department, faculty and wider school community. Set targets, monitor performance and review the progress of all students in accordance with the school policy. Lead evaluation strategies to contribute to the overall school self-evaluation Ensure the effective and efficient management of support staff in order to best support student progress. To hold the department budget, ensuring best value principles are in place and ensuring learning resources are appropriately managed and directed at promoting student achievement. 			
Learning and Teaching			
<ul style="list-style-type: none"> Working with the Senior Leadership team, the Head of English is to sustain effective teaching and learning throughout their department and monitor and evaluate the quality of provision and using available data to set priorities for improvement. To ensure that learning and teaching is at the centre of the departments focus. You will be required to teach within the framework of present and future policies, paying particular attention to the policies for equality, safeguarding of students, special educational needs and behaviour for learning. Determine, organise and implement a diverse flexible curriculum. Ensure that accelerated progress for low achievers and underperformers is developed and embedded. Promote a culture of challenge and support for all students to enable them to achieve success and become engaged in their own learning. Implementation of a high quality coaching and mentoring programme of support within the department. 			

- To demonstrate and articulate high expectations by setting stretching targets for all students.
- To deliver high quality lessons.
- Implement & support department strategies that secure high levels of behaviour and achievement including homework monitoring, book reviews & feedback for learning.

Securing Accountability

- To account for and support the efficiency and effectiveness of the English department to the Headteacher.
- To build on and develop a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To lead by example, demonstrating an enthusiastic approach to the development of a personalised and innovative whole school curriculum.

Strengthening Community

- Alongside the Senior Leadership Team, collaborate with other schools and the wider community in order to share expertise and bring mutual benefits to enhance provision and promote positive relationships.

Accountability

- Accountable to Assistant Headteacher.
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.