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**JOB DESCRIPTION**

**HEAD OF ENGLISH**

**Conditions of Employment**

The post holder is expected to carry out the duties of schoolteacher as set down in the Teachers’ Pay and Conditions Documents.

**Job Purpose**

To provide professional leadership and management of the English department, to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.

**Responsibilities**

1. Support, guide and motivate teachers of the subject and other adults e.g. classroom assistants, administrative and technical staff promoting a positive staff culture, good practice and continuing professional development.
2. Support the development of policy and practice to ensure the continued improvement of effective teaching and learning in the academy and English in particular.
3. Monitor and evaluate the standards of teaching and learning.
4. Ensure the efficient and effective day-to-day running of the department including student behaviour and the effective deployment of staff and resources.
5. Carry out a systematic approach to self-evaluation in line with school policy.
6. Analyse and interpret relevant data, research and other documentation to inform future practice, expectations and teaching methods.
7. Monitor progress made in implementing subject plans and achieving targets, evaluate the effect on teaching and learning, and use this analysis to guide further improvement.
8. Develop the department, in line with the overall needs of the school, with an understanding of how English contributes to the academy priorities and achievement of all our students.
9. Ensure that the Health and Safety of teachers, technicians, students and other adults is paramount within the department. All practical activities undertaken have the appropriate risk assessments in place.
10. Contribute to the work of the academy’s Middle Leaders Group.

**Leading and Managing Staff**

1. Support the team in achieving constructive working relationships with students.
2. Shadow performance management reviews and classroom observations in line with academy policy. Support the further professional development of all staff, including newly qualified teachers and initial teacher training students.
3. Work with the SENCO and other staff with special educational needs expertise, to ensure the individual education plans are used to set subject specific targets and match work to students’ needs.
4. Contribute to the selection, and promotion of staff, assessments for the Threshold and Upper Pay Spine, and writing references.
5. Ensure those members of staff with responsibilities in the department have clearly defined job descriptions and oversee their implementation and review.
6. Keep up-to-date with new initiatives, research and changes to the curriculum and specifications e.g. attending network meetings, using the internet, subscription to journals etc.
7. Contribute to the school’s CPD programme.
8. Be a role model of good practice as a leader, manager and teacher.
9. Promote an ethos and culture within the department that are in line with achieving the vision for the school.
10. Attend the GCSE results day and Award Ceremonies.

**Curriculum, Teaching and Learning, and Assessment**

1. Ensure the ‘Learning and Teaching’ policy is implemented and monitored across the department.
2. Ensure schemes of work meet the latest specification
3. Train any new staff, and refresh existing staff, with external examination procedures (yearly basis).
4. Ensure there is full curriculum coverage with continuity and progression through the regular review and development of schemes of work.
5. Work with our feeder schools to ensure there is a smooth transition from primary to secondary school.
6. Liaise with the Assistant Principal and Head of Sixth Form.
7. Lead on developing the KS5 offer including BTECs.
8. Use department meetings and *Inset* to provide guidance and support on the choice of appropriate teaching and learning methods to meet the needs of the subject. Establish coaching programmes where needed.
9. Establish clear policies and practices for assessing, recording and reporting on student achievement. Ensure methods are standardised across the department, achievement and underperformance identified and targets for further improvement set and implemented.
10. Set clear expectations for staff and students in relation to student behaviour. Ensure Pastoral and Academic Leaders and/or parents are kept well informed.
11. Create an effective and stimulating environment for teaching and learning and develop enrichment activities to enhance teaching and learning.
12. Ensure there is a safe working and learning environment in which risks are properly assessed and take account of any national requirements and safety regulations which apply.
13. To be a Form Tutor to an assigned group of students.
14. To ensure an up to date student database for subjects, minimum target grades (MTG), results etc. is available (including gender, ethnicity and SEN).
15. To liaise with Heads of Faculty and Senior Leadership Team regarding value added data and analysing examination results.
16. To review minimum target grades (based on ALPS and estimated grades on profiles and progress sheets for all students.
17. To take action to help to reinforce student progress and to rectify under-achievement, including the monitoring of some students on a weekly basis; planners, meeting deadlines and use of study time.
18. To liaise with the Head of Learning Support about provision for Special Needs.
19. To co-ordinate, according to calendared programme, the completion of Profiles and Record of Achievement.

**Liaison with Parents**

1. To respond promptly to all parental enquiries and to acknowledge telephone calls or letters on the day they are received pending follow up action.
2. To organise consultation evenings or meetings which may be appropriate during the school day.
3. To keep a central summary (separate from the student’s personal files) of all contacts made with parents.