



Tower House School

JOB DESCRIPTION

Head of English (maternity cover) from January 2020

REPORTING TO: The Head

Job purpose:

- To provide strong and inspirational leadership to the English Department.
- To provide first class teaching and learning opportunities for pupils.
- To plan, implement and monitor schemes of work, to provide a broad range of opportunities for pupil.
- To celebrate pupils' work through effective displays throughout the department and around the school and regularly update displays/exhibitions.
- To co-ordinate the resources of the English Department (within pre agreed budget).
- To maintain high levels of communication with parents.

Key Responsibilities:

- To provide clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge.
- To set tasks for whole class, individual and group work, (including homework) which set appropriate and challenging expectations for pupils' learning, motivation and presentation of work.
- To assess the performance of pupils and record their development, progress and attainment, using this to plan for future learning.
- To critically evaluate own teaching for ongoing effectiveness and improvement; keeping up-to-date with subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
- To set high expectations for pupil behaviour; establishing and maintaining a good standard of discipline through well-focused teaching and positive, productive relationships.
- To comply with, and adhere to, agreed whole school policies and the ethos of the school.
- To establish a safe environment that supports learning and where pupils feel secure and confident.
- To promote and safeguard the welfare of children and young people.
- To be responsible for the pastoral care of the pupils in your care.

- To attend staff briefings and staff meetings.
- To attend parent consultation evenings.
- To attend and support whole-school functions.
- To be ready and enthusiastically available to parents, displaying approachability and professionalism at all times.
- To be involved in day and residential trips.
- To cover for absent colleagues.
- To carry out other duties that may reasonably be required by the Head.

Other Duties and Responsibilities

- To share any specific areas of expertise which would be beneficial towards the running or development of the school.
- To be an active member of the staff room.
- To participate in the general day to day activities of the school as a whole and undertake a share of staff duties. All staff are expected to attend assemblies, whole school staff meetings, parents' evenings, Open Days and INSET days as required by the Head.

Other:

- Lunch is provided and Supper if evening duties are required.
- Contributory pension scheme.
- One year probationary period.

Tower House School is committed to safe recruiting and to safeguarding and promoting the welfare of children