



## JOB DESCRIPTION

**Job Title** : Assistant Head of Department – English (Departmental Improvement)  
**Responsible to** : Head of Department – English  
**Contract** : Permanent

The current conditions of employment of school teachers as laid down by the Department for Education will apply.

### 1. TITLE AND GRADE OF POST

Assistant Head of Department – English, TLR2b, £5,866

### 2. PURPOSE OF THE JOB

As part of the leadership group in English you will work closely and directly with the Head of Department.

### 3. RESPONSIBLE TO

The post holder is responsible to the Headteacher in all matters and to the Head of Department – English in respect of curricular matters.

### 4. LIAISING WITH

The post holder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

### 5. PARTICULAR RESPONSIBILITIES

- Work with the Head of Department to further support improvement across the English department
- Take responsibility for schemes of work that need improvement
- Support the department with Teaching & Learning, monitoring, work scrutiny and culture checks
- Coaching and mentoring staff

#### **These duties will require you to:**

- Be an excellent classroom practitioner who can teach a variety of classes across the ability range and key stages, ranging from Key Stage 3 to GCSE.
- Produce, regularly review, monitor and evaluate the English Schemes of Work for the Year Groups including stretch and challenge.
- Use data effectively in order to set and monitor targets for individual students and implement appropriate intervention strategies such as support and revision lessons in English in order to raise standards of pupil attainment and achievement within the Year Group.

- Evaluate the teaching of the Year group in English, use the analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching.
- Record and analyse national, local and school data using 4matrix and report the Year Group results.
- To have direct responsibility for the end of year targets for the Year Groups and to track progress.
- To be directly responsible for co-ordinating and managing internal examinations, ensuring data from these tests are accurate, reliable and accessible to teachers and students alike.
- To oversee the administration and data analysis of the Year Groups internal assessments.
- To be responsible for the management and maintenance of tracking sheets across the Year Groups.
- To work closely with the Head of Department to standardise marking for the Year Group.

## **6. OTHER ACCOUNTABILITIES**

### **Support the development of the subject**

- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for all students studying within the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body.
- Assist the Head of Department in the formulation of English policy, aims and objectives which meet National Curriculum requirements and the school's curriculum and equal opportunities policies.
- Actively participate in promoting and implementing the relevant sections of the Departmental Action Plan and ensure that your team is clear about action to be taken, timescales and criteria for success.
- Assist the Head of Department in promoting the English ethos across the school.

### **Teaching and Learning**

- Monitor the progress made towards the Department Action Plan, evaluate the effects on teaching and learning, and use this analysis to guide further improvements.
- Secure and sustain effective teaching of the subject for self and others, evaluate the quality of teaching and standards of students' achievements and set targets for improvement.
- Monitor curriculum coverage, continuity and progression for all students, including those of high ability and those with special educational or linguistic needs.
- Assist the Head of Department with monitoring and evaluation of teaching and learning in English.
- To ensure the department's assessment and homework policies conform to school policies.
- To establish and implement clear policies and practices for assessment for learning, assessment of learning, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvements.

### To be the form tutor of an assigned group of students:

- To promote the general progress (using the data provided by the Positive Behaviour Referral System) and well-being of individual students and of the group as a whole.
- Register students' attendance daily, recording absences etc.
- Completing the weekly update, uniform checks, check and sign Homework Diaries weekly, write and compile reports as required.
- Escort students to assembly and supervise behaviour.
- Liaise with Heads of Year to ensure the implementation of the school's pastoral system.
- Other duties in line with the role of the Form Tutor as specified in the 'Staff Handbook'.

### ADDITIONAL SPECIFIC RESPONSIBILITIES

- To take part in the school's staff development programme by participating in arrangements for further training and professional learning. To continue your own professional development in relevant areas including subject knowledge and teaching methods.
- To comply with all financial, safety, data protection, child protection and equal opportunity requirements and any other relevant guidelines.
- To undertake any other reasonable duties as may be agreed from time to time with your Line Manager or Headteacher.

### PLEASE NOTE

The above responsibilities are subject to the general duties and responsibilities contained in the 'School Teachers' Pay and Conditions' document.

Your job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation with you.

### SECONDARY DUTIES

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

<b>Signed:</b>	<i>Post holder</i>	<b>Date:</b>
<b>Signed:</b>	<i>Headteacher</i>	<b>Date:</b>

Newhouse Academy is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people, and expects all staff to share this commitment. The information requested for applicants is considered to be objectively justified to comply with government guidance on safer recruitment in such areas. Appointment to this post is subject to an enhanced Disclosure and Barring check.

The Hollingworth Learning Trust operates a Smoke Free Policy for all employees that applies to any building and associated grounds within the immediate vicinity of the building, which is wholly owned, leased or operated and occupied by the school.