

## JOB DESCRIPTION

<b>Position Title:</b>	<b>Assistant Head of English Department</b>	<b>Date Finalised</b>	February 2025
<b>Salary</b>	UPR + TLR2b		
<b>Contract Type:</b>	Permanent		
<b>Hours:</b>	Full Time		
<b>Teaching/Non Teaching</b>	Teaching		
<b>Department:</b>	English (13 members of staff)		
<b>Reports to:</b>	Associate Leader - Head of English		
<b>Job Summary/Purpose</b>			
<p>The English Department at Calthorpe Park School is committed to promoting and motivating progression in all areas of English. We have a record of excellent organisation and learning initiatives which have resulted in outstanding examination success. We work cohesively and ensure consistency across all teaching groups and have high expectations of all students. Our students enjoy the learning and teaching of the subject.</p> <p>The Assistant Head of English Department will work collaboratively with the Associate Leader – Head of English and to support the strategic leadership and operational management of the English Department to ensure high standards of teaching and learning are achieved. The role will also assist in developing and implementing the English curriculum at Calthorpe Park School and will focus on maximising student achievement and progress.</p>			
<b>Key Responsibilities</b>			
<p><b>Leadership and Management</b></p> <ul style="list-style-type: none"> <li>Assist in leading and managing the English department, ensuring the effective delivery of high-quality English education.</li> <li>Day-to-day leadership and management of English subject provision within the school for all students.</li> <li>Model consistency, high standards, and hold all department staff to account for teaching, learning, and all professional expectations, supporting when appropriate and reporting to the Head of English as required.</li> <li>Participate fully in school-wide quality assurance procedures.</li> <li>Work with senior leaders to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>Support the Associate Leader with the delivery of School Improvement Plan and Departmental Improvement Plan priorities.</li> <li>Quality assure the performance of direct reports within the department.</li> <li>Support Associate Leader in making appropriate arrangements for classes when staff are absent, ensuring appropriate cover/learning activities are set.</li> </ul> <p><b>Curriculum and Teaching</b></p> <ul style="list-style-type: none"> <li>Lead the development of appropriate syllabus, resources, schemes for learning, marking policies, assessment, and teaching strategies within the designated curriculum area.</li> <li>Use data, both internal and national, to inform planning and intervention.</li> <li>Actively monitor, respond to curriculum development, and participate in initiatives at national, regional, and local levels.</li> <li>Develop differentiated learning opportunities to cater for all students irrespective of individual needs.</li> <li>Model outstanding teaching, lead collaborative planning and development when appropriate, including the sharing of resources and best practice.</li> </ul>			

**Assessment and Reporting**

- Liaise with senior leaders and Exams team to ensure compliance with the relevant examination and awarding bodies.
- Support colleagues on the internal assessment, recording, and reporting on the attendance to lessons, progress, development, and attainment of students and to keep such records as are required.
- Undertake assessment of students as requested by external examination bodies, curriculum areas, and school procedures.
- Contribute to written and/or presented reports on the curriculum area to senior leaders, governors, or other stakeholders as appropriate.

**Student and Staff Development**

- Maintain high standards of student discipline in accordance with behaviour management procedures, and encourage good practice with regard to punctuality, behaviour, standards of work, and independent learning.
- Mentor NQTs/Teaching Trainees/Apprentices and develop/manage departmental staff where appropriate.
- Develop strong partnerships with all stakeholders, including staff, parents, carers, and support staff.
- Participate actively in professional learning by attending relevant meetings, delivering training, and implementing initiatives, where appropriate.

**Additional Responsibilities**

- Participate in authority-wide and local initiatives to further the teaching of English at CPS.
- Contribute to the development of effective curriculum links with partner schools and the community.
- Show consideration for the workload of others and model good time management skills.
- Model good practice by ensuring that all deadlines are met.

**Are there line management responsibilities?**

Yes (for Performance Management purposes)

- Act as a positive role model
- Support Associate Leader in hiring, developing and retaining an effective team
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Take responsibility for the performance management of members in your team, appraising staff in line with the school's appraisal policy
- Support the Associate Leader when focusing on the well-being of the team
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with students to assess how well the subject area is being implemented and how well it is delivered across the school

**Other relationships within the school i.e. which parts of the school will this role work closely with?**

- Pastoral Team
- Heads of House
- Safeguarding Team
- ELSAs
- Cover Team

**External Relationships i.e. which external stakeholders will this role work closely with?**

- Parents

**Critical Skills**

- A teacher must set high expectations which inspire, motivate and challenge students
- Strong interpersonal skills
- Promote good progress and outcomes by students
- Demonstrate good subject and curriculum knowledge

- Ability to meet deadlines
- Ability to establish good and productive working relationships, and work well in a team
- Teach to the Top and provide appropriate scaffolding and support to enable all students to achieve their potential
- Make accurate and productive use of assessment and its analysis
- Manage behaviour and support the management of behaviour effectively to ensure a good and safe learning environment
- Fulfil wider professional responsibilities
- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

**What financial responsibility (if any) does this position have?**

- Assist the Associate Leader in managing the English Department Budget

Experience, Qualifications, Technical Requirements, Education	Required/Preferred
<ul style="list-style-type: none"> <li>• Honours degree</li> <li>• A postgraduate teaching qualification including QTS</li> <li>• Knowledge and understanding of the curriculum subject</li> <li>• A proven track record of delivering on academic performance</li> <li>• Ability to teach English at KS3 and GCSE level</li> <li>• Experience of using a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students</li> </ul>	<p>Required</p> <p>Required</p> <p>Required</p> <p>Required</p> <p>Required</p> <p>Required</p>

*Calthorpe Park School is committed to safeguarding and all staff have a duty of care towards our young people. We foster a culture of vigilance amongst staff, students and parents and we always listen to children and take their concerns seriously. We will ensure that all our recruitment and selection practices reflect this commitment.*

*Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.*