

## ASSISTANT HEAD OF ENGLISH – JOB DESCRIPTION

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**Job Title** : **Assistant Head of English**  
**Responsible to** : **Head of English**  
**Contract** : **Permanent**

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

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### 1. TITLE AND GRADE OF POST

Assistant Head of English: Main Pay Scale/Upper Pay Scale (Dependant on Experience).  
TLR 2.1, £2873.

### 2. PURPOSE OF THE JOB

The postholder is responsible for planning, developing, monitoring and evaluating the English department's provision for Year 9 pupils to ensure challenging targets are met or exceeded. Manage literacy across the curriculum.

### 3. RESPONSIBLE TO

The postholder is responsible to the Headteacher in all matters, to the Head of English in respect of curricular matters, the Heads of Year in pastoral matters and to the Senior Assistant Headteacher who leads on Literacy.

### 4. LIAISING WITH

The postholder 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 – You will be responsible for English in Year 9 (a), and Whole School Literacy (b)

#### Section (a) - Year Group main duties will include:

- a) Gathering year group assessment results, and in turn analysing and acting on data gathered.
- b) Appropriate intervention for the Year Group.
- c) Continue to develop schemes of work for the Year Group.
- d) Lead quality assurance for the Year Group through pupil work scrutiny, pupil voice and learning walks.
- e) Develop assessment for Year 9 including both formative and summative testing.

#### Section (b) - Whole School Literacy duties will include:

- f) To establish and successfully manage Literacy across the curriculum as a whole school activity and priority to ensure that Literacy is used as a tool to raise standards across the curriculum.
- g) To formalise, monitor and review a Literacy Policy and Action Plan for the whole school.
- h) To plan for whole-school Literacy progression across Key Stage 3 and 4.
- i) To set up and conduct an initial and on-going audit of Cross-Curricular Literacy provision and standards.
- j) To advise in the development of strategies to promote high standards of literacy through the content and delivery of the whole school curriculum.
- k) To take the lead in training staff on Literacy-related issues.

- l) To co-ordinate and monitor post-training activities related to Literacy.
- m) To support departments in implementing effective Literacy strategies.
- n) To co-ordinate cross-curricular Literacy work.
- o) To co-ordinate the delivery of Literacy related initiatives.
- p) To lead and to be accountable for the tutor time reading provision.

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 level.
- To review, monitor and evaluate English schemes of work for their effectiveness.
- To develop and review the curriculum, resources plus teaching and learning strategies in the department in relation to Year 9 pupils.
- Use data effectively in order to set and monitor targets for Year 7 and Year 8 pupils and implement appropriate intervention strategies in English in order to raise standards of progress and attainment.
- To create a range of opportunities for Year 9 pupils, particularly SEN pupils, Pupil Premium and WBRI boys, to undertake enrichment that develops their cultural knowledge and engagement with the broader aspects of the subject.
- To continue and develop the provision of existing interventions Year 9 pupils.
- Contribute to ensuring cover work is set for absent colleagues.
- To be responsible for analysing summative data to help inform our medium and long term planning. To be responsible for sharing the findings of data analysis with teaching staff in a way that is accessible and useful.
- To contribute to leading subject meetings, taking responsibility for planning resourcing and leading agenda items relevant to Year 9 pupils.
- To actively engage with leadership development opportunities, including middle leaders programme and coaching.

## **OTHER ACCOUNTABILITIES**

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

- Actively participate in promoting and implementing the relevant sections of the English Departmental Action Plan and ensure that the team is clear about action to be taken, timescales and criteria for success.
- Develop opportunities for the delivery of English which clearly promotes engagement of the subject.

### **Teaching and Learning:**

- Investigate and evaluate best practice for 9 pupils within school and in other schools. Adapt and implement best practice strategies in the English Department.
- Secure and sustain effective teaching of the subject for self and others, evaluate the quality of teaching and standards of pupils' achievements and engagement.
- Monitor curriculum coverage, continuity and progression for Year 9 pupils.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject.
- To support the implementation of departmental policies and practices for assessment for learning, assessment of learning, recording and reporting on pupil achievement.

### **Leading and Managing Staff:**

- Lead the English team to engage, inspire and motivate pupils to maximise their enjoyment of, and progress in English.
- To support the behaviour management of Year 9 pupils and liaise with pastoral staff as and when necessary.
- Assist with in-service training and support the professional development of colleagues, in order to lead, develop and enhance the teaching skills of the department.

### General Responsibilities:

- The postholder must perform their duties in accordance with the school's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the school ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events as required.
- To participate in training, professional learning activities and performance development as required.
- To continue own professional development in relevant areas including subject knowledge and teaching methods.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

**This job description will be reviewed to reflect the plans, growth and development of the academy.**

### 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.

### Information for all applicants / postholders:

***Hollingworth Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect 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 an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.***

***We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.***

Signed	Postholder	Date
Signed	Line Manager	Date



**EQUITY EXCELLENCE ENTERPRISE ENGAGEMENT**