

Wollaston School



ASSISTANT HEAD OF ENGLISH

**Job Description
2025 / 2026**

Name of post holder:

Post title: Assistant Head of English

1. General Information

Post Purpose:

Under the reasonable direction of the Headteacher, carry out the professional duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To raise standards of student attainment and achievement within the curriculum area and to monitor and support student progress.

To develop and enhance the teaching and development within all subjects taught within the faculty, ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty, in accordance with the aims of the school and the curricular policies.

To effectively manage and deploy teaching/support staff, financial and physical resources within the faculty to support the designated curriculum portfolio.

Reporting to:

Head of Faculty.

Responsible for:

Subject staff within the Faculty.

Liaising with:

Headteacher, Leadership Team, other Heads of Faculty, SENCO, Heads of Year, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LEA representatives, external agencies and parents

Working Time:

Full time as specified within the STPCD

Salary/Grade:

Classroom Teachers' Pay Scale and TLR2C

Disclosure Level:

Enhanced

Review arrangements:

The details contained in this job description reflect the content of the job at the date it was prepared. Over time, the nature of the job may change and the jobholder is expected to be flexible with this. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will revise the job description from time to time and will consult with the post holder at the appropriate time.

2. Teaching Responsibilities.

- 2.1 To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- 2.2 To continue own personal development as agreed with the relevant line manager.
- 2.3 To act as a Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- 2.4 To play a full part in the life of the school community to support its distinctive aims and ethos, and to encourage staff and students to follow this example.

3. Additional responsibilities.

Subject administration.

- 3.1 To work with the Head of Faculty to ensure that work in the curriculum area fully reflects the School's ethos.
- 3.2 To help manage the budget planning and monitoring function of the curriculum area and to ensure that the planning activities of the faculty reflect the needs of students within the subject area and the aims and objectives of the school.
- 3.3 To ensure that the Faculty's quality assurance procedures meet the requirements of the school's self-evaluation outcomes and the School Improvement Plan.
- 3.4 To help establish the process of the setting of targets within the faculty and to work towards their achievement, contributing to lesson observation and undertaking Performance Management Reviews, acting as reviewer for staff within the faculty.
- 3.5 To assist in the efficient and effective deployment of the Faculty's support staff, where appropriate.
- 3.6 To participate in the school's Initial Teacher Training programme.
- 3.7 To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- 3.8 To promote teamwork and to motivate staff to ensure effective working relations.
- 3.9 To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Faculty are in-line with national requirements and are updated where necessary, liaising with the school's Business and Premises Managers.

Curriculum, Teaching & Learning.

- 3.10 To provide leadership, direction and support for subject staff in the planning and delivery of the curriculum, including oversight of the development of new examination specifications and new resources in the department.
- 3.11 To lead the development of appropriate programmes of study and schemes of work for students, resources, exam specifications, marking policies, assessment and teaching and learning strategies in the faculty.
- 3.12 To oversee the development of I.C.T. in subject related courses.
- 3.13 To work with colleagues to promote the development and maintenance of enrichment activities and wider contribution to the school within the department.
- 3.14 To promote student take-up of subject options at all levels where appropriate and enhance student interest in appropriate related careers and further or higher education.
- 3.15 To create a positive climate for learning by role modelling high quality lesson preparation, delivery and marking, modelling good classroom management and prompt time-keeping and strong mutual respect between staff and students.
- 3.16 To create, model and maintain positive behaviour in and around the department at all time during the school day, to challenge unacceptable behaviour where it exists and to support colleagues where student behaviour is less than acceptable in dealing with discipline issues and contact with parents.
- 3.17 To keep up to date with national developments and changes in teaching practice in the subject area.
- 3.18 To identify and promote professional development needs amongst departmental colleagues.
- 3.19 To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty liaising with the Cover Manager to secure appropriate cover within the faculty.
- 3.20 To work with the timetable team to ensure that the subject's teaching commitments are effectively and efficiently timetabled and roomed.

Assessment.

- 3.21 To monitor the quality and regularity of all aspects of on-going assessment to oversee the academic progress of students at all key stages in line with whole school assessment and reporting strategies.
- 3.22 To be responsible for all student examination preparation and for examination entries in the department in liaison with the examinations team.
- 3.23 To work with the Head of Faculty and relevant LT link to review examination results and other types of formal assessment and identify strategies for improvement where appropriate.
- 3.24 To oversee reporting in the subject at all levels, including checking the completion and quality control of reports to parents and other reports, such as contributions to UCAS references and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- 3.25 To produce reports on examination performance, including the use of value-added data.

Communication.

- 3.26 To lead departmental meetings and attend wider school meetings as required by SLT.
- 3.27 To ensure effective communication as appropriate with the parents of students.
- 3.28 To produce all appropriate documentation to promote the subject area to students, parents and the wider community.
- 3.29 To liaise with Head of Faculty and SLT to manage and attend all public forums which promote the department to the wider school community, such as parents evenings, open evenings and awards evenings.
- 3.30 To liaise with partner schools, higher education, industry, examination boards and awarding bodies.

Other.

- 3.31 To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed

 Assistant HOF English

Signed

 Headteacher

Dated

Dated



Person specification for Assistant Head of English

Assessment criteria	Essential	Desirable	Evidence: Application Interview Reference
Knowledge and Experience			
Well qualified teacher with significant teaching experience to Key Stage 5.	*		A
Evidence of continuing professional development.	*		A / I
Professional competencies			
Evidence of excellent teaching skills, classroom management and the ability to enthuse students	*		A / I / R
Evidence of ability to achieve rapid student progress and strong examination outcomes	*		A / I / R
Confident in the use and analysis of assessment data and assessment for learning strategies	*		I
Ability to lead / inspire other colleagues	*		A / I / R
Ability to create and maintain a positive climate for learning	*		I / R
Effective communicator using both spoken and written word	*		A / I
Able to organise time efficiently and work to deadlines	*		R
Personal qualities			
Effective team player and team leader	*		I / R
Sets personal high standards and helps others to do the same	*		R
Positive and caring approach towards students	*		I / R