

JOB DESCRIPTION

Position Title:	Associate Leader – Head of English (Member of Senior Leadership Team)	Date Finalised	February 2025
Grade (if appropriate):	Leadership Scale Point; L11-L13, £63,815 - £66,919 per annum		
Contract Type	Permanent		
Hours:	Full time		
Teaching/Non Teaching:	Teaching		
Department:	SLT/English		
Reports to:	Headteacher		
Subordinate Positions:	All staff in English Department (13 members of staff in total)		
Job Summary/Purpose			
<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>In your role as Associate Leader – Head of English, you will provide strong leadership to both teachers and students, plan and oversee the curriculum development, ensure high-quality teaching practices, manage departmental activities and support student achievement in English language and literature. As a member of the extended Senior Leadership Team (SLT) at CPS, you will operate in a strategic capacity and be responsible for contributing to the delivery of our School Improvement Plan.</p>			
Primary Responsibilities			
Key Accountabilities:			
<ul style="list-style-type: none"> To undertake strategic responsibilities particularly in relation to the delivery of our School Improvement Plan (SIP). To lead the English department and inspire, encourage and empower both the teaching team and the students to achieve to their highest potential in English. To be an effective professional who demonstrates thorough curriculum knowledge, who is able to teach and assess effectively, takes responsibility for professional development and has student engagement and achievement at the core of their principles. To be accountable for student progress and development within the department in line with whole school and student progress targets To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for all students. 			
Responsibilities:			
Strategic			
<ul style="list-style-type: none"> To develop and implement the Department Improvement Plan (DIP) which should be aligned with the School's Improvement Plan, vision and goals. To undertake strategic activities as directed by the Headteacher. 			
Teaching and Learning			
<ul style="list-style-type: none"> Be responsible through effective teaching and consistent adherence to the school's aims and policies for assisting students to learn effectively, develop personally and achieve their individual potential. Implement, provide and engage students in an appropriately broad, balanced, relevant and differentiated curriculum. Contribute to the school's provision of extra-curricular activities. 			

- Contribute to raising standards of student attainment and to ensuring that within the context of the school that value is added.
- Carry out professional duties as detailed in the Conditions of Service.

Leading the curriculum

- Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of the students, examining and awarding bodies and the school's mission, aims and priorities.
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote student progress.
- Ensure the planned curriculum is effectively and consistently implemented across the school.
- Ensure there is an effective system of assessment that oversees the progress of students to ensure the curriculum has a positive impact on students' learning.
- Take an overarching responsibility for students' achievement and standards in the subject area.
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience.

Pastoral

- Role model the Leadership Charter and Behaviours.
- Monitor and support the overall progress and development of students as a teacher / form tutor.
- Adhere to the correct safeguarding procedures at all times, liaising as necessary with the Designated Safeguarding lead and Safeguarding Team.
- Liaise with the Pastoral team regarding student behaviour as required.

General

- Contribute to the organisation and running of enrichment activities and to other aspects of school life drawing on their own interests and enthusiasm.
- Attend formal parents' evenings and communicate with parents.
- Attend staff and departmental meetings as required.
- To operate in line with the Teaching Standards.
- Undertake supervisory duties as required.

Professional Development

- Engage in the opportunities provided by the school for personal and academic growth.
- Work with the appropriate senior staff to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- Attend relevant CPD training.

Recruitment / Deployment of Staff

- Responsible for the efficient and effective deployment of the Department's staff.
- Support the Cover Manager when making arrangements to cover absent staff.
- Participate in the selection process for teaching posts within the English Department.

Please note that this list of responsibilities is indicative, and the post holder may be required to do other duties appropriate to the level of the role.

Are there leadership & line management responsibilities?	Yes
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Heads of Departments lead and line manage all teachers who teach in the subject area:

- Act as a positive role model
- Hire, develop and retain an effective team
- Hold regular department meetings to keep staff updated on any developments or changes

- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- Take responsibility for the performance management of the team, appraising staff in line with the school's appraisal policy
- Take responsibility for the well-being of the team in the support of managing staff absence
- 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
- Contribute to timetabling and manage setting students into attainment groups
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Ensure that suitable and relevant cover work is set in the event of a teacher absence

Critical Skills

- Ability to lead, inspire, motivate and support students and colleagues
- Excellent organizational, administrative and ICT skills
- Ability to demonstrate strategic thinking
- Reflective and flexible approach
- Energetic, positive and able to self-direct
- Ability to think creatively and imaginatively
- Proactive and committed approach to professional development
- High levels of personal and professional integrity and an ability to exercise discretion and confidentiality
- Ability to demonstrate personal warmth to gain the confidence of students, staff and parents
- Ability to build positive rapport with students
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- We expect our leaders to role model the schools' values
- Ability to work collaboratively and to work effectively with a variety of stakeholders
- Ability to respond positively to feedback from all stakeholders

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

- Headteacher
- Deputy Head
- Other members of the Strategic Leadership Team (SLT)
- Members of the Academic Leadership Team (ALT)
- Pastoral Team
- Heads of House
- Safeguarding Team
- ELSAs
- Cover Team

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

- Parents

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

- Managing the English Department Budget

Experience, Qualifications, Technical Requirements, Education	Required/Preferred
<ul style="list-style-type: none"> • Honours degree • A postgraduate teaching qualification including QTS • Evidence of further relevant professional development • A proven track record of delivering on academic performance • Evidence of successful, inspiring and innovative teaching at all levels • Experience strong leadership and collaboration with team and colleagues • Ability to teach English at KS3 at GCSE level • Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives 	<p>Required</p> <p>Required</p> <p>Preferred</p> <p>Required</p> <p>Preferred</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.