

Head of English

JOB DESCRIPTION – ADDITIONAL INFORMATION

Role:

To lead, manage and develop the English Department.

Objectives:

- Have and share a vision of English education, which will be shared with the Department, and which will fashion the curriculum for the Department at Ruskin Community High School.
- Work in collaboration with the Line Manager to ensure that the Ruskin ethos is supported and developed through English.
- Lead on Departmental developments and progress.
- Lead on the quality assurance of the English Department, using the findings to further develop and enhance the Department, and using findings to inform the Dept Development Plan and the SEF
- Lead and develop assessment to ensure that the department can provide robust, accurate information to parents, students and, therefore, to CLG for wider assessment purposes.
- Ensure effective delivery of the curriculum by organisation of the resources available.
- Use external links (consultants, LA advisers, exam boards, professional bodies, etc) to seek advice and support to improve the learning and teaching and to improve resourcing within the department.
- Identify appropriate training and build it into the development of individuals and the department through Performance Management, and through the Departmental Development Plan.
- Improve the offer of courses and qualifications within the Department to meet the needs of individual students, the Department and the school.
- Lead on improving the level of achievement by students in the Department.
- Contribute to the whole school development plan by meeting or exceeding school targets for all year groups.
- Develop the materials within the department to provide the resources for effective and enjoyable English teaching, which will motivate students and staff.
- Create an environment of success which will encourage purposeful learning.
- Create an environment of collegiality within the Department.

Leading and Developing People within the Department:

- Be the lead teacher in the Department and develop staff by leading on learning and teaching.
- Support staff in establishing high standards of behaviour and by following school procedures.
- Communicate well, engaging staff and students in the decision-making processes which affect them.
- Carry out Performance Management within the English Department and use it as an opportunity to develop the Department and the individuals within it.
- Development of the English team and the capacity of the English team; including
 - Teachers
 - Teaching assistants
 - Other relevant staff
 - The induction of new staff, NQTs, ITTs and other entrants to the teaching profession
- Monitor the performance of staff and students, set targets and measure success against recognised and agreed expectations

Use of Data:

- Use data to identify targeted students and track the performance of all students.
- Use data to identify trends and decide upon actions to improve results or consolidate success.
- Contribute to school data bases and support the school's targets by meeting departmental targets.