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| **JOB DESCRIPTION** | |
| **JOB TITLE** | Deputy Head of Department, English |
| **SALARY ENHANCEMENT** | TLR available |
| **LOCATION** | Trinity School Sevenoaks |
| **RESPONSIBLE TO:** | Head of Department |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder** | |
| **Post Overview**  The role of Deputy Head of Department is to support the Head of Department (HOD) in leading and managing the English department to ensure that the teaching of English at Trinity School is of the highest possible standard and that value is added to the attainment of all students across all Key Stages | |
| **Specific Responsibilities for this Post**   * To lead and be responsible for Key Stages 3 & 5 English * To support the HoD in the monitoring and evaluation of standards of teaching & learning in the department * To support the HoD in monitoring and evaluation of standards of behaviour within the department, supporting colleagues to achieve best practice * To work with the HoD to ensure that the English curriculum and Schemes of Work are appropriate for and accessible to all students * To assist the HoD in managing the process of reporting to parents * To work with the HoD to ensure that assessment data is used effectively within the department to raise achievement * To contribute to the School Improvement Plan by helping to implement the Department Development Plan * To take part in the Appraisal process to ensure it is a genuine tool for departmental improvement * To ensure that there are increasing opportunities for enrichment of learning through visits and activities outside of the day-to-day curriculum | |
| **Other Responsibilities**   * To undertake other duties from time to time discussed with the Headmaster and Team Leader where appropriate. * To support the aims and ethos of the school * To be an excellent role model and set an excellent example in terms of punctuality, attendance and expectations of pupil behaviour. * To attend team and planning meetings (where reasonably possible and at the discretion of all staff concerned). | |
| **Line Management**  Support HoD in line managing department team when necessary | |
| **Notes**   * This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent carrying them out and no part of it may be so construed. * This job description is not necessarily a comprehensive definition of the post it will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post | |

Signed Employee: ……………………………………………….. Date: ………………………………….