

**NEWSTEAD WOOD SCHOOL**  
**JOB DESCRIPTION**



**Post:** Maternity Cover Deputy Head of English Department, April 2025 – April 2026

**Line Manager:** Head of English Department

In addition to fulfilling the roles and responsibilities of a Teacher of English, the Deputy Head of Department will ensure the highest standards of learning, development and achievements for students across the department and will take responsibility for leading and developing the Curriculum for a particular key stage (as agreed with the Head of English).

The Deputy Head of Department will be expected to deputise for the Head of English and take a significant leadership role and presence in the department and in departmental development planning. The Deputy Head of Department will be responsible for the Line Management of a number of colleagues.

**MAIN RESPONSIBILITIES**

**A. STRATEGIC DIRECTION AND DEVELOPMENT OF SUBJECT**

**Lead subject specialist**

*With the Head of Department*

- Act as a lead professional in the department, to display enthusiasm and commitment to the subject
- to contribute on behalf of the subject to the decision making process at Middle Leaders, Departmental and other meetings
- to be actively engaged in school and departmental improvement planning and evaluation and contribute to the Quality Assurance process.
- Work with the Head of English to complete the departmental improvement plans

**Subject specific legal requirements**

*With the Head of Department*

- to ensure that the requirements of the National Curriculum, UL Curriculum and School Curriculum are implemented with regard to English, while keeping in mind the philosophy and stated curriculum aims of the school
- to ensure that subject teachers understand and deliver the agreed school curriculum for English
- to be informed about new initiatives in English, and encourage subject teachers to keep up-to-date with such developments

**Responsibility for wider school issues**

*With the Head of Department*

- to pay due regard to the wider requirements of the National Curriculum, Trust Curriculum, School Curriculum, especially literacy and whole school reading strategies, citizenship and key skills
- to cultivate an understanding of how the subject contributes to students spiritual, moral, social and cultural development
- to contribute to cross curricular planning as appropriate
- to incorporate whole school policies in the delivery of the English curriculum
- to work with others with key roles in the school in pursuit of school improvement
- to use national, local, Trust and school data, as relevant, in support of the development of the subject

**B. TEACHING AND LEARNING**

*With the Head of Department, and for your respective Key Stage responsibility*

- to take responsibility for the quality of education in English
- to monitor progress in the department improvement plan with particular regard to curriculum implementation
- to be responsible for the production of schemes of learning for key stages for which you have responsibility in accordance with school policy and practice
- to ensure that portfolios of student work (examples of assessed work) are kept up to date
- to ensure that progression routes in the subject are clear
- to ensure that students are prepared thoroughly for public examinations and that Schemes of Learning are amended to support any changes in such specifications or curriculum
- to ensure that the needs of all students are addressed through the use of appropriate teaching and learning methods

**Assessment, recording and reporting**

- to be responsible for assessment, recording and reporting of student work in accordance with school policy
- to set high expectations and targets in relation to student achievement
- to ensure that learning and assessment objectives are clear to students and facilitate students taking responsibility for their own learning
- to ensure that systems are in place in the department for the effective monitoring of student progress and with particular regard to students’ prior attainment

**C. LEADING AND MANAGING STAFF**

- to lead the subject teachers for your respective key stage, and take line management responsibility for members of the English Team.

*As appropriate*

- to support new members of the department and assist in their induction programme
- Provide support to early career Teachers and ITT trainees
- to lead the professional development of subject staff
- to foster constructive working relationships within the department through team work and mutual support
- to have due regard for the well-being of team members

The job description may be reviewed at the end of the Academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Please sign both copies of this job description, retaining one and returning the other to the Headteacher.

Signed ..... Date .....