

**POST**: **Director of English**

**CONTRACT**: Permanent

**SALARY SCALE**: L 10-14

# General Duties

Teaching English to designated classes of pupils and general welfare of a tutor group in accordance with the requirements of the School Teachers’ Pay and Conditions Document Oct 2022, the National Standards for Qualified Teacher Status and the National Standards for Subject Leaders\*, having due regard to the requirements of National Curriculum, the school’s aims and objectives, schemes of learning and any policies of the Governing Body. To share in the corporate responsibility for the well-being, safeguarding and discipline of all pupils.

\* See Staff Information Folder on Staff Hub

# Duties and responsibilities

**Leadership**

* Develop a curriculum vision / intent that is shared within the department
* Plan, create and oversee Schemes of Learning to ensure sequencing, progression, misconceptions, challenge, homework, revision – key learning outcomes and suggested resources, sequence of these learning outcomes over time and suggested time frame
* Plan, create and oversee Schemes of Learning to establish clarity in the sequencing and progression of teaching in and across year groups; ensure misconceptions are addressed and key learning outcomes are reinforced through challenge, homework, and revision.
* Create, monitor and review a departmental SEF and Improvement Plan and use these as a tool to drive continuous improvement.
* Establish a clear, shared understanding of the importance and role of the subject in contributing to pupils’ spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life
* Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement, set targets, and secure good progress
* Strategic use of data to evaluate curriculum design and quality of teaching & learning
* Develop and implement policies and practices which reflect our school’s commitment to high achievement and effective teaching and learning
* Raise achievement/ standards by collaborating with a range of colleagues- including SENCo, HP, PP, SLT, etc
* Raise achievement/ standards by communicating effectively with a range of stakeholders including parents/ carers
* Lead subject pedagogy and departmental CPD to develop staff/ the team.
* Monitor wellbeing and workload and ensure work/life balance of staff.
* Keep up to date with subject developments and national educational initiatives -subject organisations, liaison with Exam boards
* Evaluate the implementation of the curriculum and department policy and practice, writing and evaluating action plans
* Create, maintain and evaluate the department’s timetable, staffing and rooming.
* Oversee the setting and grouping of students and classes
* Contribute to the recruitment of staff as required.
* Support whole school initiatives through the adoption and adaptation of whole school policies and practices for the needs of the department
* Support the strategic development of literacy across the curriculum
* Lead whole school initiatives commensurate with the post holder’s grade, abilities and aptitudes

**Management**

* Manage a department budget and resources, including IT/eLearning, to raise standards in teaching & learning.
* Create a departmental assessment calendar and use this to monitor teaching, learning & standards– input, moderation, management of data, sharing of data, interventions
* Set cover work for absent colleagues.
* Check exam entries
* Create and maintain comment banks for KS3/4 report writing
* Create reports about the department for different audiences – senior leadership and governors
* Attend and contribute to meetings– ASF (Middle Leader Meeting- half termly), RAG (Raising Achievement Group- fortnightly), SLT and Governors (as requested)
* Organise departmental representation in working parties and other aspects of school life
* Manage and support postholders in department, holding them to account and supporting their professional development and introduction and implementation of strategies and initiatives
* Monitor departmental displays and learning environments
* Contribute to the performance management of colleagues and support with the mentoring and coaching of colleagues, including ECTs, early professionals, ITT
* Liaise with those responsible for student well-being and achievement including SENCo, Year Leaders, Pupil Premium and High Potential Leads
* Lead trips/ visits and the necessary risk assessments/ paperwork/ record keeping
* Oversee Extra-curricular provision
* Meet set deadlines
* Ensure students and staff are aware of health & safety requirements within the department
* Monitor department homework, referrals and starter for ten
* To undertake whole school duties/ responsibilities commensurate with the post holder’s grade, abilities and aptitudes

Such other duties as may be appropriate to achieve the objectives of the post or assist the school in the fulfilment of its objectives commensurate with the post holder’s grade, abilities and aptitudes

**To whom responsible**: Deputy Headteacher; Director of Achievement & Standards

**Staff for whom responsible**:

* Teachers of English
* Post Holders within English

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case will be reviewed before the commencement of the next Performance Management cycle.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Teacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Headteacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_

