**Job Description – Head of Department, English**

**Responsible to:** The Principal

**Job purpose:** To raise achievement in English

**Start Date:** 1st September 2021

**Salary:** MPS/UPS plus TLR 2.3 English (Recruitment & Retention Payment £5,000)

**Application deadline:** 9 am Monday 12th April 2021

**Interviews:** Thursday 15th April 2021

*Note: The responsibilities outlined in this job description are in addition to the duties required of all teachers under Pay & Conditions of Service legislation and in addition to the generic job description for a teacher at Carnforth High School. This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the postholder.*

**To be a member of the leadership team in the English department**

English is delivered across key stage 3 and key stage 4 by a team of six teachers.

The Head of Department will be expected to teach English and will have a key role within the English leadership team. The particular responsibilities of this part of the role will be a matter for discussion with the Principal depending on the specific strengths of the successful candidate. The Head of Department will, however, be expected:

* To take leadership responsibility for the English department
* To observe and advise members of staff on their teaching
* To play a role in performance management as a team leader
* To model excellent teaching and bring creative and innovative practice to the department
* To contribute towards the delivery of professional development for the department
* To mentor NQTs, RQTs and SCITT trainees in English.

**At Carnforth High School**

Our curriculum is a student’s journey during their time with us, through all key stages. Our curriculum offers a broad and balanced academic offer in addition to a wide range of cross and co-curricular experiences that promote personal development. These are designed to develop our students’ character and future opportunities in line with our school community’s three core values: confidence, purpose and respect.

**School Curriculum Vision**

Our vision is that when a student leaves Carnforth High School in year 11, they will:

* have plans in place for their future
* know how to maintain a healthy body and mind
* have respect and understanding for themselves and others, regardless of differences
* have productive roles as a contributing member of society
* enjoy learning and see the value of lifelong learning
* have achieved their best academic outcome

**Generic Job Description for a Teacher at Carnforth High School**

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| **MAIN PURPOSE OF ROLE:** |
| **The post holder will responsible for delivering outstanding teaching and outcomes** |
| **Achievement and Standards** |
| * Ensure that at all key stages, and in all qualifications, students achieve outstanding outcomes. * Monitor progress against targets and devise appropriate intervention strategies to address under performance. * Conduct assessment to monitor the progress of students to include suitable mock examinations and marking in accordance with school policies. |
| **Teaching and Learning** |
| * The post holder is responsible for teaching of English at KS3-4 * The post holder is responsible for meeting the teacher’s professional standards in all areas as set out in the person specification. * Selecting the most effective methods of teaching of all students including specific advice on the most able and on SEN students. * The continual evaluation of the aims, content and methods of teaching and learning and their revision when curriculum development or changing social and educational circumstances make it appropriate. * Cross-curricular aspects including ICT, Spiritual, Moral, Social and Cultural Development, literacy and numeracy. * Maintain an up to date knowledge of best practice in outstanding teaching and learning. * To ensure the Ofsted priorities for teaching and learning are addressed. |
| **Behaviour and Safety** |
| * Monitor health and safety matters within your areas of responsibility and ensure they adhere to the school’s Health and Safety Policy. * Be responsible for the management of allocated resources to ensure they are maintained to a high standard. * Be highly visible and assertive in management of behaviour. * Ensure praise is meaningful and timely. * Safeguarding and Promoting the Welfare of Students by following the all school guidance on safeguarding and child protection. * Liaison with SEN Coordinator about the teaching of pupils with learning difficulties and those that are most able. * Answering parental queries and interviewing parents if required. |
| **Leadership and Management** |
| * To continuously aspire to develop, improve and embed the progress of students at Carnforth High School. * Ensure equality of opportunity for staff and students. * To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers. * To embrace all opportunities for CPD and to model learning and leadership behaviours to our students |
| **Wider School effectiveness** |
| * Demonstrate a commitment to take a leading role in the wider school community * Have a Form tutor group, with all the duties that entails * To support the LP in English as they develop the subject across the school. |

**Person Specification – Head of Department, English**

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| **Training and Qualifications** | **Essential** | **Desirable** |
| Qualified Teacher Status | ✓ |  |
| Degree (or equivalent) | ✓ |  |
| Professional Development:   * Relevant and recent in-service training | ✓ |  |
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| **School** |  |  |
| Fully supportive of Carnforth High School’s vision and values | ✓ |  |
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| **Experience of Teaching and Educational Management** |  |  |
| **Specific experience in leadership and management** |  |  |
| * Experience of leading and managing others |  | ✓ |
| * Experience of leading improvement initiatives |  | ✓ |
| * Experience of working with other schools |  | ✓ |
| **Teaching Experience** |  |  |
| * Evidence of successful teaching in the secondary sector | ✓ |  |
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| **Professional Knowledge and Understanding**  *Applicants should be able to demonstrate good knowledge and understanding of the following areas relevant to the phase:* | | |
| The English curriculum | ✓ |  |
| The principles of effective teaching and assessment | ✓ |  |
| Strategic planning for school improvement |  | ✓ |
| Current educational issues | ✓ |  |
| Knowledge and use of ICT in schools | ✓ |  |
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| **Personal Skills and Attributes**  *Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessable during the interview process and from the references. Applicants should be able to:* | | |
| Build and maintain effective relationships including holding others to account | ✓ |  |
| Inspire, challenge, motivate and empower others to carry the vision forward | ✓ |  |
| Demonstrate personal enthusiasm and commitment to the leadership process | ✓ |  |
| Manage conflict | ✓ |  |
| Prioritise, plan and organise themselves and others | ✓ |  |
| Think creatively to anticipate and solve problems | ✓ |  |
| Listen to and reflect on feedback | ✓ |  |
| Develop effective teamwork | ✓ |  |