St Edmund's Catholic School

Job Description

The School Mission Statement

I can do all things with the help of God who strengthens me.

Philippians (4:13)

POST TITLE: Head of English

Purpose:

- To implement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the School's responsibility to provide and monitor opportunities for personal and academic growth.
- To provide extra-curricular opportunities for students.
- To promote positive outcomes for English in terms of achievement and wider involvement/participation.

REPORTING TO:

- Senior Management Team.

RESPONSIBLE FOR:

- The provision of a full learning experience and support for students.

LIAISING WITH:

- Staff.
- Parents.
- Governors.
- Outside organisations.

WORKING TIME:

- 195 days per year - full time.

MAIN DUTIES:

Operational/Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
- To contribute to the curriculum area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole School's planning activities.

Curriculum provision:

- To assist the DOL to ensure that the curriculum area provides a range of teaching which complements the School's strategic activities.

Curriculum Development:

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the School's mission and strategic objectives.

STAFFING:

Staff development:
Recruitment/deployment of staff:

- To take part in the School's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the PM review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the School.

Quality Assurance:

- To help to implement School quality procedures and to adhere to them.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed School procedures including evaluation

against quality standards and performance criteria. To seek/implement modification and improvement where required.

- To review methods of teaching and programmes of work regularly.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communication:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the School.
- To follow agreed policies for communications in the School.

Marketing and Liaison:

- To take part in marketing and liaison activities such as Parents Evenings, Review Days and liaison events with partner schools.
- **To attend Open Mornings which are held on a Saturday in September/October as part of directed time**.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the DOL to identify resource needs and to contribute to the effective/efficient use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and students.

Pastoral System:

- To be a form tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the tutor group as a whole.
- To liaise with a pastoral leader to ensure the implementation of the School's pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life.

- To evaluate and monitor the progress of students and keep up-to-date records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies out side the School concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to CPSHE and citizenship and enterprise according to School policy
- To apply the behaviour management systems so that effective learning can take place.

Teaching:

- To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in School and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and School subject specialisms are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the School's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external exam bodies, departmental and School procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

OTHER DUTIES:

- To play a full part in the life of the School, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the School in meeting its legal requirements for worship.
- To promote actively the School's corporate policies.
- To continue personal development as agreed.
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate.
- To meet with the Headteacher, Line Manager or other members of Senior Management Team SMT) within directed hours when requested.

- To undertake any other duty as specified by DOL not mentioned in the above.

SAFEGUARDING:

- To comply with the Safeguarding Policy in conjunction with the School Policies 5.3-5.9 as listed within the Safeguarding Policy.
- To be responsible for reporting all safeguarding concerns to the Designated Safeguarding Officer (DOSC) – Mrs Howorth (KS4) and Ms Radosavljevic (KS3).
- To recognise that the school is committed to safeguarding and the promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. DBS disclosure at enhanced level will be required prior to any offers.
- To ensure volunteers or external workers are not left unaccompanied unless an up-to-date DBS check is in place or are taking part in an organised activity.
- To adhere to the school's E-Safety policy and ensuring the use of photography or recording of still or moving images are not taken without parental consent.
- To ensure risk assessments are taken as appropriate.
- To actively promote the school's commitment to ensure the health and safety and wellbeing of its employees and students, contractors, other visitors and general public.
- To be responsible for keeping up-to-date with safeguarding changes/knowledge.

SPECIFIC RESPONSIBILITIES:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a Manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes to the job which are commensurate with the salary and job title.