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| **Head of English - JOB DESCRIPTION**  |
| **ACCOUNTABLE TO** | **Head of School** |
| **SCALE** | **MPS/UPS plus TLR2a, plus SEN Point** |
| **DURATION** | **Permanent** |
| **APPOINTMENT FROM** | **April 2024** |
| **JOB PURPOSE** |  |
| **Key Area** | **Roles/Responsibility** |
| **Responsibilities in English and Literacy** | * **Shaping the future:** Work with the SLT to develop a robust and inspiring English curriculum vision to ensure the best possible engagement and progress of students.
* **Leading the development of English across the school:** Create an environment which enables each child to achieve their full potential through the provision of quality teaching and learning.
* **Leading the development of Literacy across the school.** Ensuring that all students are supported to make excellent progress in the development of their reading and building of vocabulary in order to be able to reach their potential as adults.
* **Leading on effective assessment and tracking:** Ensuring that student progress across reading, writing and speaking & listening is assessed effectively and closely monitored for progress
* **Leading on feedback and marking:** Ensuring that all students receive and respond to regular and effective formative feedback**.** Ensure that marking is carried out in line with school policy and that staff are supported to work to deadlines
* **Leading the impact of English across the school:** Work with SLT to ensure thatall subjects are supporting the development of all aspects of literacy including written and spoken
* **Support staff development through training and mentoring**
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| **Leadership responsibilities** | * **Leading in quality assurance for teaching and learning**
* **Feedback and marking:** Ensuring effective implementation of the school marking policy.
* **Quality Assurance of English progress data** across the school in order to liaise with the Head of Key Stage 3,4 and SLT.
* **Supporting SLT in the organisation and delivery of CPD**
* **Homework:** Leading the quality assurance of homework across the school
* **Leading** in ensuring quality provision for pupil premium students
* **Leading** in ensuring quality provision for high achieving students
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| **Review of job description** | * This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the governing body and TKAT. It may be subject to modification and amendment at any time after consultation with the post holder.
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