

**Magdalen College School**

***We are committed to the protection and safety of our students  
and expect all staff to share this commitment.***

**JOB DESCRIPTION**

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| Post Title   | Head of English<br>Leadership Pay Spine 7-11  |
| Name of staff member   |   |
| Purpose  | <ul style="list-style-type: none"> <li>• To support and facilitate learning, enabling students to achieve to their individual potential.</li> <li>• To ensure that all pupils achieve their potential through effective use of data, high standards of teaching and a positive climate for learning throughout the faculty</li> <li>• To contribute to the collective accountability for school performance</li> </ul>  |
| Reporting to   | Member of senior leadership team  |
| Key Accountabilities   | <ol style="list-style-type: none"> <li>1. To ensure that all students and staff are safe within the faculty and take any necessary steps to ensure a safe working environment, as necessary, in accordance with legislation and school policy.</li> <li>2. To ensure that the curriculum enables all students to gain appropriate knowledge and skills over time.</li> <li>3. To ensure that the quality of provision within the faculty is in line with the school's expectations, including the quality of teaching and standards of behaviour, through implementation of all school policies within the faculty</li> <li>4. To support the strategic development of the school through contributions to the formulation of school policies and the school development plan.</li> <li>5. To provide strategic leadership at faculty level through the formulation of faculty policies, in accordance with school policies, and the formulation of a faculty improvement plan in the context of the school improvement plan.</li> <li>6. To ensure the effective management of staff performance within the faculty, and carry out the role of appraisal team leader for designated staff.</li> <li>7. To ensure that training and development needs are identified and met to support colleagues' ability to meet the National Standards for teachers and their identified leadership responsibilities.</li> <li>8. To manage the delivery of specific courses within the faculty, as required.</li> <li>9. To ensure effective deployment of staff within the faculty to meet the needs of the curriculum plan, in collaboration with the relevant members of the leadership group.</li> <li>10. To lead the development of literacy to ensure students are able to develop numeracy skills across the curriculum, including oversight of the school library</li> <li>11. To support the leadership group in wider whole-school responsibilities, as required</li> </ol> |
| Responsibilities as a classroom teacher (relates to students taught) | <ol style="list-style-type: none"> <li>1. To adhere to the teacher standards by:             <ol style="list-style-type: none"> <li>i. Preparing and delivering lessons which follow schemes of learning and meet the needs of individual students</li> <li>i. Assessing, monitoring and reporting students' progress according to faculty and school policy</li> <li>ii. Recording and using data on students' prior and ongoing performance/learning characteristics to inform effective target setting and lesson planning and to enable students to fulfil their potential</li> </ol> </li> </ol>   |

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|  | <ul style="list-style-type: none"> <li>iii. Contributing to all developmental and organisational priorities within the faculty development plan</li> <li>iv. Sharing and supporting the whole school responsibilities for providing opportunities for the personal and social development of students</li> <li>v. Following all school and faculty policies and procedures</li> <li>vi. Ensuring team leader is kept informed of issues which could lead to student under-performance</li> <li>vii. Ensuring learning support staff are able to effectively fulfil their role in supporting the learning of students.</li> </ul> <p>2. To model best practice in the classroom and, as required, to support the professional development of other colleagues.</p> <p>3. To make a substantial and sustained contribution to the work of the school, as agreed with the line manager.</p> |
| Responsibilities as a form tutor (relates to students in the form group) | <ul style="list-style-type: none"> <li>1. To monitor and respond to issues regarding attendance following school guidelines in conjunction with the school attendance officer</li> <li>2. To use all data/information received to monitor and support the overall progress, development and well-being of students</li> <li>3. To listen and take action on pastoral issues as they arise</li> <li>4. To keep the Leader of Learning fully informed of issues which could effect student achievement</li> <li>5. To complete yearly report according to school guidelines</li> <li>6. To support the personal and social development of students</li> <li>7. To follow pastoral policy and procedures.</li> </ul>  |
| Responsibilities as a member of staff                                    | <ul style="list-style-type: none"> <li>1. To ensure that the safety and welfare of all students is given priority at all times</li> <li>2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise</li> <li>3. To ensure an appropriate individual response to whole school priorities</li> <li>4. To support the personal and social development of students within the school</li> <li>5. To engage actively in the Performance Management Review Process</li> <li>6. To implement all school policies</li> <li>7. To attend all directed time meetings</li> <li>8. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</li> </ul>  |
| Personal Qualities; the postholder is expected to be:                    | <ul style="list-style-type: none"> <li>1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School</li> <li>2. Committed to ensuring the safety and welfare of all students at all times</li> <li>3. Prepared to teach across the age and ability range</li> <li>4. Committed to team work within all aspects of the school</li> <li>5. Proactive in terms of furthering their professional knowledge and skills</li> <li>6. Punctual for all commitments</li> <li>7. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</li> </ul>   |

Job description agreed (signed)

Staff member.....

SLT line manager..... Date .....