

## **Job Description: Head of English (Ark Blake Academy)**

### **Duties and expectations of all teachers at Ark Blake Academy:**

- Teach, to an excellent level, all year groups, all groups of pupils and qualifications
- Deepen the scholarly nature of both the subject and the academy
- Set high expectations so that all pupils are inspired, motivated and challenged to reach their full potential
- Create a positive climate for learning, by explicitly teaching lesson routines and applying behaviour systems consistently and fairly
- Plan and teach well-structured, differentiated lessons which allow adequate time to embed new knowledge, understanding and skills
- Nurture every pupil's intellectual curiosity, asking pertinent questions to deepen pupils' understanding
- Systematically check pupils' understanding and act to correct any misconceptions
- Provide pupils with individual feedback aimed at moving his or her learning forward, developing a growth mindset in each pupil
- Review and reflect on each assessment to identify gaps in pupil learning and take steps to address them
- Play an active role in ensuring a consistently orderly, calm and stimulating environment, both in and out of the classroom
- Play a leading role in your Department, including contributing to workshops, running weekly enrichment activities, competitions, trips, open days, prep and other activities
- Make a vital contribution to the efficient running of the Department, including setting and marking assessments, assisting in moderation of work and undertaking administrative and other tasks as delegated by the Senior Leadership Team
- Enhance the quality of teaching and learning in the Department and wider academy through sharing resources and good practice, lesson observation, collaborative teaching, instructional coaching and active participation in CPD
- Develop habits of excellence in ourselves and our pupils through implementation of the academy rubrics and routines and consistent explanation of, and emphasis, on high expectations in all we do.

### **Duties and Expectations of Head of English role**

- To provide pupils with an excellent learning experience in English, enabling pupils to 'seize greatness'
- To embed Ark Blake's vision and the six pillars in teaching practice
- To adopt the codification of the department's provision to embed high quality practice in all areas
- To drive pupil performance in English through curricular and extracurricular initiatives and strategies
- To mentor NQTs, ATTs and any student teachers as required
- To support team members through coaching and/or mentoring as required

- To use progress and attainment data and pupil work to make interventions to improve pupil outcomes

## **Key Responsibilities**

### **Curriculum, Teaching and Assessment**

- To plan curriculum provision and enrichment for specified year groups within the subject
- To model excellent teaching practice in terms of planning and preparation, teaching and assessment
- To contribute to the development of the network's curriculum strategy within the subject
- To be accountable for pupil progress in teaching classes and department, ensuring that every pupil achieves results in line with, or better than, national expectations
- To track pupil progress and make intelligent use of data to identify underperformance, plan appropriate support and achieve excellent outcomes for our pupils, ensuring that all pupils achieve at chronological age level
- To set ambitious pupil targets in line with the ARK model
- To predict pupil outcomes as required
- To keep up to date with any changes in learning and teaching related to English, including DfE guidance and curriculum changes and ensure staff are kept informed

### **Management & Training**

- Line manage teachers in department, and oversee their development
- Ensure that the culture and ethos of the school, along with the pillars, inform all practice in line-managed classrooms
- Develop all staff in line-managed departments as educational leaders and ensure all post-holders are systematically trained to complete their roles to an exceptionally high standard
- Deliver high quality training as part of the annual staff induction and CPD programme
- Coach and/or mentor staff as required
- Commit to the professional development of self and others

### **Culture and Ethos**

- To adopt the academy's behaviour management policy, ensuring that school systems are implemented consistently and in a kind and respectful manner
- To develop strong partnerships and ensure regular communication with parents
- To complete duties around the school, modelling best practice for all staff

## **Academy Culture**

- To support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- To help create a strong academy community, characterised by high expectations, consistent, orderly behaviour based on Blake values and caring, respectful relationships
- To help develop an academy culture and ethos that is utterly committed to learning, achievement and the personal development of pupils
- To support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons, and providing other support as required.

## **Other**

- To undertake the appraisal system and relevant training and professional development
- To value and support practices driving continued progress across the network of Ark schools
- To undertake various other responsibilities as directed by the Principal

## **Person Specification: Head of English (Ark Blake Academy)**

### **Qualification Criteria**

- Strong A Levels or equivalent
- Qualified to degree level and above (related degree)
- Qualified to teach and work in the UK

### **Experience**

- Mastery of and enthusiasm for English
- Excellent understanding of both subject and general teaching pedagogy
- Experience of leading a team and/or developing others
- Experience of improving the quality of teaching and learning through the development of schemes of work and high-quality resources
- Experience of leading successful enrichment which inspire and motivate learners
- Experience of raising attainment in a challenging classroom environment
- Experience of interpreting pupil data to drive lesson planning and pupil progress
- Experience of implementing effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum

### **Behaviours**

#### **Leadership**

- Able to work in close harmony with the English Department, the Senior Leadership Team, and the Principal
- Strong interpersonal, written and oral communication skills
- Resilience and motivation to lead the academy through day-to-day challenges
- Genuine passion and a belief in the potential of every pupil
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils.

### **Personal Characteristics**

- Genuine passion and a belief in the potential of every pupil
- Deep commitment to Ark's mission of providing an excellent education to every pupil, regardless of background
- Effective team member and leader
- High level of self-awareness and self-management in stressful situations
- High expectations for accountability and consistency
- Acts as a role model to staff and pupils
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice

- Commitment to regular and on-going professional development and training to establish outstanding classroom practice
- Commitment to and understanding of professionalism in line with the National Teaching Standards

### **Vision and Strategy**

- Vision aligned with Ark Blake's aspirational vision, mission, beliefs and values
- High expectations of self and others
- Understands strategies to establish consistently high standards of behaviour in an inner-city school and commitment to relentlessly instilling these strategies
- Excellent organisational skills
- Competent in the use of data to inform and diagnose areas for further improvement.

### **Teaching**

- Understand what excellent teaching practice looks like, especially for subject, and how to diagnose and implement effective strategies to raise learning standards.

### **Leading External Relationships**

- Can develop and maintain effective working relationships with parents and the wider community
- Ability to work collaboratively with partner stakeholders, agencies and peers in the Ark network.

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check.

For more information about our school, please visit: [www.arkblake.org](http://www.arkblake.org). To arrange a confidential conversation with the Principal about this role, please contact: [hr@arkblake.org](mailto:hr@arkblake.org).

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*