

Reports to: Assistant Principal

TLR: TLR 2C

Role Summary:

The Head of English is responsible for providing vision and strategic leadership to ensure that the department is managed effectively to the highest educational standards at National, local and school levels.

Key Tasks and Activities:

A - Impact on education progress beyond assigned students:

Working with other relevant teachers

1. Identify appropriate student targets for achievement
2. Monitor student standards and achievement against annual targets
3. Monitor planning, curriculum coverage and learning outcomes
4. Lead evaluation strategies to contribute to overall school self evaluation
5. Plan and implement strategies for improvement in areas of identified need
6. Ensure that relevant achievement targets are met

B - Leading, developing and enhancing the teaching practice of others:

Working with other relevant teachers

1. Maintain personal expertise and share this with others
2. Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
3. Monitor and evaluate standards of teaching, identifying areas for improvement
4. Plan and implement strategies to improve teaching in areas of identified need
5. Induct, support and monitor new staff
6. Act as a Performance Management team leader for identified teachers

C - Accountability for leading, managing and developing a subject or curriculum area or student development across the curriculum:

Working with other relevant teachers

1. Identify relevant school improvement issues
2. Define and agree appropriate improvement targets
3. Coordinate CPL needs and opportunities
4. Evaluate the impact of all improvement activities on the quality of teaching and learning.
5. Coordinate the exam board entries for all relevant students
6. Attend meetings and training in addition to those required of all teachers as required by the TLR post.
7. Provide the senior leadership team with relevant subject, curriculum area or student performance information.
8. Lead literacy across the academy.

D - General Accountabilities:

- Be responsible for your own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the United Learning and Cambridge Academy for Science and Technology, and its commitment to equal opportunities and safeguarding.

- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.