

# Head of English

Salary / grade range	Leadership 7 - 11 £54, 816 - £60, 488
Location	Co-op Academy Grange
Reports to	Headteacher

## Purpose of role:

- To contribute to the values and beliefs of the Academy
- To direct and oversee a coherent, progressive and inspirational English curriculum for all pupils from Year 7 to 9, ensuring the highest standards of teaching and learning are achieved
- To design, implement and lead an ambitious KS4 curriculum in English
- To lead the English team with passion, drive and energy, providing support professional development as well as robust accountability
- To communicate a passion for learning, with a flexible and imaginative approach to teaching and the management of people and processes
- To lead, plan and coordinate a broad range of extracurricular activities and opportunities to showcase students work
- To raise student attainment in English at all levels, as evidenced by internal progress assessments and external examinations
- To ensure individual student data is used to set appropriate attainment and progress targets for each cohort and target groups
- To establish and promote a safe learning environment where students enjoy and achieve
- To be proactive in developing and supporting primary links

## Key accountabilities (and specific duties / responsibilities):

All teachers are required to carry out the duties of a school teacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the Academy. The duties outlined in this job description are in addition to those covered by the latest *Teachers' Pay and Conditions Document* and should be read in conjunction with the job description for a classroom teacher.

### Operational / Strategic Planning

- To monitor and evaluate student data and assessment records to inform target setting, monitoring of progress, curriculum sequencing and responsive teaching

- To plan and ensure effective delivery of functional and critical skills within the discipline of English across Key Stage 3 and 4.
- To take a leading role in the English curriculum so that it is well sequenced, well resourced as well as engaging, representative and challenging
- To design and implement intervention or development strategies to ensure all students are making progress and are being prepared for examinations and the next stage of their lives
- To take a leading role in supporting colleagues in the identification and implementation of effective strategies to raise attainment and evaluate the impact of these strategies ● To work alongside the Director of English, to plan strategically, improve performance and respond to need
- To attend Co-op Academy Trust English network meetings and disseminate information and implement actions
- To develop a shared understanding with parents of the curriculum, approaches to teaching and the standards of work and behaviour expected
- To establish a partnership with parents which involves them in their child's learning as well as providing information about attainment, progress and targets
- To develop an overview of the impact of teaching and learning on the attainment and personal development of individual students and groups of students
- To maintain and improve the subject area self-evaluation document and use this to identify areas of development to feature in the subject area improvement plan

### **Curriculum**

- To liaise with the Deputy Headteacher for Quality of Education to ensure the delivery of an appropriate curriculum
- To be accountable for delivery of the subject area
- To be responsible for the planning, organisation and promotion of school performances.

### **Curriculum Development**

- To lead subject curriculum development.
- To be responsible for functional skills development, when applicable
- To take the lead on offering and promoting extracurricular activities and out of hours learning which enhance learning opportunities, with specific focus on the varied cohorts of students within the Academy
- To keep up-to-date with national developments in the subject area, teaching practice and methodology.

### **Teaching and Learning**

- To ensure effective teaching and student progress in the subject area through structured monitoring, evaluation and review processes
- To promote extracurricular activities and out of hours learning which enhance learning opportunities
- To undertake an appropriate programme of teaching in accordance with the duties of a

standard scale teacher

**Staffing**

- To work with the Quality of Education team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To promote teamwork and to motivate staff to ensure effective working relations
- To contribute to Professional Performance Development Review process and act as a reviewer for a group of staff

**Quality Assurance**

- To ensure the effective operation of quality control systems
- To contribute to the Academy's procedures for the monitoring of the quality of teaching and learning and the uptake and success of extra-curricular and out of hours learning opportunities
- To implement Academy quality procedures to ensure adherence of teaching staff

**Management Information**

- To assist in the use of analysis and evaluation of performance data
- To help produce reports within the quality assurance cycle
- To manage and use data to inform strategies and improvement in teaching and learning and outcomes
- To assist in the production of reports on examination performance
- To be responsible for outcomes of specific groups of students

**Communications**

- To ensure effective communication as appropriate with all stakeholders and persons or bodies outside the Academy, particularly with our sponsors

**Marketing and Liaison**

- To contribute to the Academy's outreach and marketing activities
- To effectively promote the subject at events

**Management of Resources**

- To manage the available resources effectively in the subject area
- To contribute to the process of the ordering of equipment and materials
- To identify resource needs and to contribute to the efficient/effective use of physical resources

**Pastoral System**

- To monitor and support the overall progress and development of students within the designated cohort
- To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken when necessary
- To act as a Tutor and carry out the duties associated with the role as outlined in the generic job description

### **Other Specific Duties**

- To actively promote the Academy's corporate policies
- To continue personal development as agreed
- To actively engage in colleague review and development
- To undertake any other duty as specified by STPCD not mentioned in the above

### **Safeguarding**

"Co-op Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf".

### **Additional Duties**

To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

### **Health & Safety Responsibilities**

All employees have the responsibility:

- To comply with safety rules and procedure laid down in their area of activity
- To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- To use protective clothing or equipment as may be provided
- To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- To cooperate with the Principal in the fulfilment of the objectives of the Academy's Health and Safety policies
- Compliance with all school policies and procedures, including the safeguarding and child protection policies and prevent duty.

### **Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

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

**Personal attributes required (based on job description):**

<p><b>Attributes</b></p>	<p>All attributes are essential, unless indicated below as 'desirable'</p>	<p>How measured, e.g. application form (A), interview (I) test (T)</p>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>● Qualified Teacher Status (QTS)</li> <li>● Evidence of appropriate professional development commensurate with the role applied for</li> <li>● Degree level qualifications in specialist subject ● Additional professional and/or academic qualifications</li> </ul>	<p>Desirable</p>	<p>A</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>● Proven track record of successful teaching across KS3 and KS4 in English</li> <li>● Experience of working with parents and community members</li> <li>● Evidence of good progress for students taught</li> <li>● A thorough knowledge of the theory and practice of effective pedagogy</li> <li>● Thorough knowledge of curriculum planning and delivery in English</li> <li>● Recent experience of leadership of subject / department</li> <li>● Experience of working with students who have English as an additional language</li> <li>● Experience of working with students who have eligibility for pupil premium funding</li> </ul>	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>A,I,O</p>

<ul style="list-style-type: none"> <li>● Ability to teach additional subjects at KS3 and KS4</li> <li>● Experience of delivery of CPD to subject-specific colleagues or more widely</li> </ul>	<p>Desirable</p> <p>Desirable</p>	
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<p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"> <li>● Evidence of ability to lead and manage change effectively</li> <li>● Evidence of ability to lead, manage and work as English of a team</li> <li>● An ability to instil confidence in others</li> <li>● Effective listening skills <ul style="list-style-type: none"> <li>● Excellent organisational skills and an ability to cope well with professional pressure</li> </ul> </li> <li>● Evidence of ability to challenge in a supportive manner</li> <li>● Evidence of ability to coach for improvement ● Evidence of ability to effectively use data to raise standards / analyse impact</li> <li>● A commitment to the safeguarding of children and young people.</li> <li>● Evidence of performance management for colleagues</li> </ul>	Desirable	A,I
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>● A strong and credible presence – personal profile ● A commitment to the values shared by cooperatives worldwide</li> <li>● A commitment to restorative practice</li> <li>● Significant reserves of emotional intelligence and resilience</li> <li>● Excellent written and spoken English and high standard of numeracy</li> <li>● An ability to adapt information for communication to a range of audiences</li> <li>● Strengths in communicating with colleagues, individually or in groups</li> <li>● A commitment to the principles of professional confidentiality</li> <li>● Approachability, empathy and courtesy</li> <li>● Flexibility and adaptability to change and changing demands</li> <li>● An understanding of personal and team accountability</li> </ul>		A,I,O

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.