

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Head of Department – English	Location	Caister Academy
Salary	M1 - UPR3 £34,069 - £52,835 TLR1a (£10,531)	Hours	32.5 hours, 52 weeks.
Department	Teaching	Reports To	Vice Principal

JOB PURPOSE:

The Head of English will provide the leadership required at Caister to achieve excellence and support the Academy's key values of ambition, equity, and opportunity.

KEY RESPONSIBILITIES AND DUTIES:

Strategic Direction and Development

- Promote and uphold the values and ethos of Creative Education Trust in the school, such that the highest achievements are expected from all members of the school community.
- Formulate, devise, and agree plans to achieve excellence in the English team.
- Lead and manage successful change and high standards of excellence across the school.

Lead Teaching and Learning

- Take responsibility for rapidly raising academic achievement and ensure the highest standards of learning outcomes.
- Ensure the provision of a high-quality, relevant, and dynamic curriculum within Creative Education Trust's curriculum framework that matches the needs of all pupils.
- Promote and develop excellence in teaching and learning, ensuring a continuous and consistent academy-wide focus on pupils' progress and enrichment (moral, spiritual, physical, and social as well as academic).
- Drive innovation in the English team, ensuring the academy is able to respond to a changing external environment and that the skills, learning, and aspirations of children and young people are developing and enhanced at all key stages.
- Lead on the consistent implementation of robust tracking, monitoring, and assessment systems that accurately identify and evidence pupils' ongoing and projected progress, informing appropriate and impactful intervention.
- Ensure that adaptive and responsive teaching is embedded in all practice so that pupils understand fully what they need to do to make the best possible progress, and are supported to reach and exceed their full potential.
- Monitor, evaluate, and review classroom practice; celebrate and promote excellence, challenge under-performance at all levels, and ensure appropriate action is taken in accordance with policies and procedures.

Leadership of People

- Provide exemplary leadership for English team.
- Ensure a high level of staff morale across the team and ownership of the academy's values and policies.
- Provide high quality training and development for all staff which empowers staff at all levels to lead and initiate improvements.
- Manage performance and workload effectively.

Pupil Welfare

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- Support with English skills and Literacy as part of a high-quality pastoral structure, so that all pupils fulfil their potential.
- Ensure pupils and parents are informed about the English curriculum, attainment, and progress and are able to understand targets and improvements.
- Ensure that professional conduct and discipline are maintained and acceptable standards are understood and applied consistently by the team.
- Create and maintain an atmosphere of respect, recognition, celebration, and mutual support within the academy.
- Maintain an environment which feels safe and enables pupils to report any concerns or complaints.

Key Responsibilities

- Teach and model for others engaging and effective subject teaching that motivates, inspires, and improves pupil attainment.
- Secure academic outcomes in line with the targets set through the academy's target setting policy.
- Plan and implement a subject curriculum that ensures coherence and progression in the teaching of key subject knowledge, skills, understanding, and concepts.
- Monitor, evaluate, and continually improve the quality of planning, teaching, and assessment of all members of the subject team.
- Lead the assessment process in the subject team ensuring accurate measurement of subject standards in all year groups, at all summative assessment points.
- Analyse student performance data and respond to the outcomes of assessment, to ensure appropriate planning, teaching, and interventions are in place to keep all pupils on track to achieve their targets.
- Lead the professional development of others in the subject team to be highly effective practitioners.

Accountabilities

- Monitor the practice of all members of the subject team to ensure they are following all areas of subject and academy policy accurately and appropriately.
- Review and refine the curriculum, planning, teaching, and assessment in the subject team on a regular cycle to continually improve the subject outcomes.
- Regularly monitor the quality of teaching in line with academy expectations and provide effective feedback and coaching to individuals to ensure subject teaching continually improves.
- Line and performance manage members of the subject team as per the academy policy and take necessary corrective action where there is any ineffective practice.
- Manage allocated budget effectively and stay within set budget allocation.
- Create an orderly subject environment in which the academy's culture and ethos is upheld.

Teaching, Learning, and Standards

- Plan and prepare effective teaching of schemes of learning and lessons.
- Teach engaging and effective lessons that motivate, inspire, and involve pupils and improve student attainment.
- Use regular assessments to monitor progress and set targets.
- Respond accordingly to the results of such monitoring to differentiate intervention.

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- Utilise a full range of responsive teaching strategies, including pre-emptive planning, linked to student needs.
- Maintain regular and productive communication with parents, to report on progress, sanctions and achievements.
- Promote reading and teach literacy skills.

Leadership of the Subject

- Develop innovative schemes of learning which are inspiring for learners and teachers alike and feed into appropriate assessments.
- Produce half termly assessments with mark schemes and ensure accurate standardisation and moderation.
- Lead in an extensive extra-curricular offer that raises the profile of the academy as a School of Literature. Ensure student engagement with enrichment is tracked and monitored.
- Ensure Trust level assessments reflect each pupil's overall level which is both externally valid and provides an accurate baseline for the next academic year.
- Analyse progress and attainment data to make data-driven changes to curriculum design, and pupil interventions.
- Work in collaboration with classroom teachers and SENDCo to ensure pupils receive high-quality classroom provision and interventions, where needed.
- Through regular observation and feedback, mentor subject teachers to ensure excellent teaching and learning in all lessons.
- Promote a culture of inclusion for all pupils, working with relevant leaders in the academy to remove barriers to learning.
- Conduct regular evaluations of the quality of teaching and learning of individual classes and as a department, agreeing implementing and holding teachers to account to ensure the teaching and learning.
- Create and sustain a positive department culture, where teammates feel collectively supported and developed.

Other Accountabilities

- Play an active role in school life and make a positive contribution to the ethos of the academy.
- Share the responsibility with other managers for the maintenance of a learning environment and the wellbeing of pupils throughout the day and at the end of the school day.
- Assist in the development of academy policies when requested and effectively implement all academy policies within the department.
- Assist in devising strategies and implementing activities to recruit pupils and staff to the academy.
- Actively participate in Heads of Department meetings and collaborate with other Heads of Department in order to enrich pupil learning and experience.
- Perform additional duties and tasks required for the effective operation of the academy.
- Undertake other relevant responsibilities as directed by the Principal.
- As a member of the academy's leadership, actively engage in the development and monitoring of the whole academy literacy provision.

JOB REQUIREMENTS:

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	Essential	Desirable
QUALIFICATIONS	• Qualified Teacher Status. • Qualified to degree level or above.	• Evidence of continuing professional development.
EXPERIENCE	• Proven record as a teacher whose pupils reach high standards of learning and achievement. • Experience of teaching across the full age and ability range of an 11-16 school. • Experience in the use of ICT in the classroom with the skill to impart that expertise to others. • Experience of managing an area of development.	• Evidence of support for/delivery of whole academy initiatives. • Experience of managing a team. • Evidence of delivery on interventions, including evaluation of impact.
KNOWLEDGE AND UNDERSTANDING	• Knowledge of current educational policy. • Understanding of the social, emotional, and intellectual development of teenagers. • Supporting disadvantaged pupils to realise their potential. • Effective behaviour management strategies.	• Knowledge of AQA GCSE specifications.
SKILLS AND PERSONAL ATTRIBUTES	• Ability to teach to KS3 and GCSE. • Able to lead a team, effectively communicating a vision, in order to get the best out of staff and pupils. • Good ICT, oral, and written communication skills. • Ability to produce high quality written documents. • Ability to work effectively as part of a team. • Ability to work on own initiative. • Ability to take responsibility for planning own workload and commitments. • Ability to work under pressure and keep to deadlines. • Ability to be sensitive to the needs of others.	• Evidence of managing CPD effectively in a whole school context.

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	• Ability to be supportive. • Professionalism. • Willingness to reflect upon own experiences in a critical and constructive manner.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.