



# John Hanson Community School

## Job description: Head of Faculty - English

### Job details

**Salary:** MPR/UPR

**Hours:** 32.5

**Contract type:** permanent

**Reporting to:** Headteacher/SLT

**Responsible for:** English faculty

### Main purpose

The subject leader will take lead responsibility for providing leadership and management for English to secure:

- › High-quality teaching
- › Effective use of resources
- › Improved standards of learning and achievement for all

### Duties and responsibilities

#### Strategic direction

- › Develop and implement policies for English in line with our school's commitment to high-quality teaching and learning
- › Promote the subject, its importance, and the value that it brings across the school
- › Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement
- › Use this understanding to feed into the school development plan and produce an action plan for the subject
- › Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- › Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims
- › Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- › Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- › Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- › Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum

## **Leading the curriculum**

- › Develop and review regularly the vision, aims and purpose for the subject area
- › Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress
- › Ensure the planned curriculum is effectively and consistently implemented across the school
- › Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- › Have an overarching responsibility for pupils' achievement and standards in the subject area

## **Leading and managing staff**

- › Establish an effective team and hold regular meetings on the subject to keep staff informed on any developments or changes
- › Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- › Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school
- › Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- › Coach and model team teaching
- › Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- › Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- › Take responsibility for performance management for your team, appraising staff in line with the school's appraisal policy
- › Contribute to timetabling and manage setting pupils into attainment groups

## **Efficient and effective deployment of resources**

- › Provide support with textbooks and library books in your subject area
- › Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in pupils
- › Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- › Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- › Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home if necessary

## **Other areas of responsibility**

### **Safeguarding**

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- › Promote the safeguarding of all pupils in the school

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the subject leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Qualified teacher status UK</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful experience of subject leadership</li> <li>• Teaching experience</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of the National Curriculum, particularly the English curriculum</li> <li>• Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve</li> <li>• Awareness of local and national organisations that can provide support with delivering the subject</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Good IT skills</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to achieving the best outcomes for all pupils</li> <li>• Uphold and promote the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Maintain confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.