



Engineering UTC Northern Lincolnshire Job Description

POST TITLE

Head of English

The UTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SCALE

Main Pay Range / Upper Pay Range + TLR 1A

PURPOSE OF THE JOB

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and ensure delivery of quality first teaching and learning for which the teacher is accountable.

RESPONSIBLE TO

The Principal / SLT

The Engineering UTC Northern Lincolnshire recognise and value continued professional development. Therefore, training opportunities will be made available as appropriate or necessary.

EMPLOYMENT DUTIES

MAIN PAY RANGE / UPPER PAY RANGE TEACHER

The job description should be read alongside the range of professional duties of Teachers as set out in the School Teachers' Pay and Conditions Document 2025.

Main duties

To create a curriculum that inspires students to become effective lifelong learners by:

- Ensuring high standards of teaching and learning for all students throughout the curriculum, including the development of appropriate pathways at KS3, KS4 and post 16.
- Developing a curriculum vision and plan
- Creating Schemes of Learning which enable all students to become effective learners.
- Producing a strategic department development plan
- Completing an annual department review, including an analysis and commentary of student academic performance. The conclusions of the report should then be used to modify the strategic plan.
- Contributing to discussions on course selection and implementation.
- Monitoring and evaluating the quality of learning including planning, lesson delivery, teacher feedback, assessment, differentiation and classroom management.

Leadership

To ensure that all members of staff within the subject area are motivated and supported to perform at their best by:

- Communicating a clear vision which encourages ownership, team spirit and commitment from the members.
- Line managing, professionally developing and deploying staff in such a way that they perform at their best.
- Meeting regularly with them and keeping them informed of developments within the curriculum area.
- Ensuring that all members of staff in the subject area go through the Performance Management cycle in the manner specified in the UTC policy

- Ensure that staff within the department have their professional development catered for.

Learning & Teaching

- To quality assure the learning and teaching within the faculty is of a high standard.
- To fully participate in learning walks, book looks and formal lesson observations providing supportive feedback which empowers colleagues to develop pedagogy so to improve the learning experience for students.
- To lead on the development of innovative courses and teaching techniques so to ensure the best possible educational experience for all.
- To support work-based learning as appropriate.

Student Care

- To provide a secure and safe learning environment for all students so that they develop into self-confident and self-motivated learners by:
- Maintaining the highest standards of student behaviour so that all students are able to learn effectively.
- Providing a proactive presence around the school embodying the UTC's high expectations to students and staff.
- Ensuring productive communication with parents so that they remain well informed about their child's progress and achievements as well as any incidents of poor behaviour.
- To uphold and actively support the UTC's policies and procedures on the safeguarding of young people.
- To work openly within the framework of best practice identified in the school safeguarding policy.
- To report any concerns regarding pupil safety or staff working practices to the designated Safeguarding officer(s).

Assessment

To set challenging targets for all students and staff, and provide the support, guidance and accountability framework necessary to achieve these targets by:

- Implementing the UTC assessment systems which enable student underachievement to be identified and acted upon at an early stage.

- Coordinating effective intervention strategies which support students so that they make the progress that is expected of them.
- Identifying excellent practice within the subject area and coordinating the sharing of practice through a planned and systematic timetable of observations, collaborative planning and team teaching.
- To have oversight of all accredited courses within the faculty. Ensuring that entries, coursework and moderation etc are planned strategically.

Staff Development

- To identify and support staff in pursuing training needs.
- Acting as a mentor of PGCE and ECT staff.
- Providing support for staff with a support plan or whom are subject to capability proceedings.

General

Develop excellent working relationships with colleagues internally and externally.

- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the UTC at events as appropriate.
- To support and promote UTC ethos.
- To be aware of, and comply with, UTC policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the UTC.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.