

# Heathfield Community School



## Job Description

**Job title:** Head of English

**Salary:** Teacher Pay Scale, M1 – UPS3 + TLR 1B

**Hours:** Full Time (part time will be considered)

**Contract type:** Permanent

**Reporting to:** Associate Assistant Headteacher

**Responsible for:** Managing the English team, Teaching and delivery of English for all year groups

## Main purpose

- The postholder will be an inspirational, dynamic and an outstanding leader who is ambitious to lead our English department. This person, under the direction of the Associate Headteacher:
- Have a passion for all areas of English
- As Head of English, you will work collaboratively with your Teachers, the pastoral team and other middle and senior leaders across the school.
- Have a relentless drive to achieve outstanding progress and attainment for every student
- Have the initiative to develop schemes of work, share them with staff and teach them to students
- Be able to enthuse, engage and motivate students
- To lead and manage the implementation of the English curriculum that leads to excellent outcomes.
- Leadership and management of all aspects of the English Department, linking with other subjects where possible.
- Implementation of the English curriculum and related projects.
- Support the Assistant Headteacher in the following areas:
  - assess the quality of the teaching and learning across the board to ensure high standards of student attainment, achievement and behaviour.
  - ensuring that appropriate home learning is set and marked
  - implementing the school's Behaviour for Learning policy
  - planning for intervention where required to improve teaching and learning
  - Support coaching and mentoring of English teaching staff to ensure the effective induction and supervision of new departmental colleagues.
  - To support the line management of colleagues across the curriculum area.
- Be a pioneer for English, support with organising extra-curricular activities, English challenges and raising the profile of English.
- Deliver on mastery concepts

This person will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

## Duties and responsibilities

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- Have an overview of provision for all students including those with SEN/ SEMH, monitoring and reviewing the quality of provision through the use of data to ensure the provision is fully inclusive.
- Investigate and follow up cases of poor behaviour when these are referred, liaise with SLT link when matters are sufficiently serious (or Head in extreme cases), make use of sanctions and follow-up strategies, keep relevant written records for files and inform parents as appropriate etc.
- Assist the smooth conduct of year group exams by leading pre-examination assemblies and preparation etc.,
- Prepare reports and references as required on individual students,
- Monitor particularly the progress of those students who fall into identified vulnerable groups, such as but not exclusively SEND, PP, LAC
- Contribute to school self-evaluation, particularly with respect your department and whole school.
- Maintain an up-to-date knowledge of national and local and school's initiatives which may affect the school's policy and practice, particularly in the subject of English.
- To demonstrate and model excellent classroom practice to colleagues.
- To report regularly to SLT, parents and carers, on the progress of students.
- To be aware of general developments in English and to maintain a detailed knowledge of recent changes in A Level, BTEC, GCSE courses and at Key Stage 3.

### **Strategic Leadership**

- Raise standards of student attainment and achievement in English and monitor and support student progress to ensure all students are successful in line with their ability.
- Ensure that the curriculum is carefully planned and successfully implemented to give students an excellent experience of English; and enabling them to excel academically and enjoy the rich provision on offer at Heathfield Community School.
- Ensure quality first teaching is available for all students and clear priorities are identified for effective implementation of intervention strategies.
- Use an evidence-based approach to overall development.
- Ensure that curriculum implementation and quality of teaching are high quality through subject team development, DDI's, learning walks, book looks, student voice and other QA activities.
- Liaise with the Assistant Head on reliability, validity, frequency of assessments, standardisation processes within and across the English subjects and developing the use of performance data to track progress.
- Contribute to the formation, implementation, and monitoring of the School Improvement Plan (SIP).
- Demonstrate a passion and commitment to enriching the personal development, extra-curricular and wider Cultural Capital of our students.
- Actively promote the development of effective links with external agencies/schools.
- Prepare reports for SLT, the Governing Body and other stakeholders as required.

### **People Management**

- Participate in the recruitment, selection and induction of staff to the English team
- Create a sense of teamwork within English by appropriately delegating tasks and ensure that colleagues develop skills and take responsibility.
- Ensure the day-to-day monitoring of performance of members of the Faculty, set targets and review performance as part of the school's formal Performance Management procedures, including Appraisal (working with Assistant Head).
- Work with SLT to ensure that agreed staff development needs are identified and met.

- Make sure all meetings/INSET time is carefully planned to enable all staff needs to be met and for these to be impactful for students.
- Support the development and enhancement of the teaching practice of others, establishing consistent high standards of practice and developing quality first teaching within English department
- Take an active role supporting standards of learning and behaviour across the faculty. Engaging with RTL data to spot trends in order to support staff and students to be in lessons.
- Liaise with staff to implement agreed strategies.
- Have overall responsibility for ensuring that additional support and teaching staff are deployed effectively.
- Lead and manage department meetings to promote staff involvement, ensuring they are recorded appropriately, and decisions reviewed and acted upon.

### **Assessment and Evaluation**

- Demonstrate consistent and effective monitoring of progress to give clear and constructive feedback.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information effectively to inform teaching and learning.

### **Pupil Achievement**

- Demonstrate that, as a result of their teaching, their pupils achieve well relative to the pupils' prior attainment, making progress as good as or better than similar pupils nationally. This should be shown in marks or grades in any relevant national tests or examinations, or school based assessment for pupils where national tests and examinations are not taken.

### **Other areas of responsibility**

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role and this Job Description does not define in detail all duties/responsibilities of the post. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher. The Job Description will be reviewed on a regular basis and may be subject to modification or amendment after consultation and agreement with the postholder. Additional detailed guidance can be found in the Heathfield Community School Practice document which is issued to all members of the teaching staff.

### **Problem Solving and Creativity**

- The post holder will deal with ever changing and conflicting deadlines, frequent interruptions to their workload.
- The postholder will be required to provide advice on a range of complex people issues, that may not have a clear answer, requiring innovative and creative solutions.

### **Decision Making**

- Prioritising work to meet deadlines.
- Frequently deals with non-routine queries.
- The postholder is responsible for providing advice and guidance on a range of people issues.
- They will be required to make use of high levels of discretion and persuasion to effectively deliver a solution focused approach.

**Physical Effort and Working Conditions:**

Heathfield Community School has expanded over the years and has various buildings across its site, you will be expected to show your presence across the whole site. The postholder will be working both inside and outside throughout the year.

## Person specification

| CRITERIA                           | QUALITIES   |  |
|------------------------------------|---|--|
|                                    | ESSENTIAL   | DESIRABLE  |
| <b>Qualifications and training</b> | <ul style="list-style-type: none"> <li>➤ Qualified teacher status.</li> <li>➤ Degree in closely related subject.</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Demonstration of ongoing and current CPD.</li> </ul>  |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>➤ English teaching experience.</li> <li>➤ Experience of working with a range of students.</li> <li>➤ Experience in adapting teaching style to meet the needs of all students.</li> <li>➤ Involvement in self-evaluation and development planning.</li> <li>➤ Experience of working with targeted interventions and reviewing impact with department colleagues and SLT.</li> <li>➤ An up to date knowledge of recent trends in the teaching of English</li> <li>➤ Experience in teaching GCSE English.</li> <li>➤ Secondary School teaching across Key Stage 3 and 4 and the full ability range               <ul style="list-style-type: none"> <li>Evidence of well-developed planning, organisational and resource management skills</li> <li>Evidence of preparing and delivering high quality lessons, using a range of teaching and learning strategies</li> </ul> </li> </ul> | <p>Experience of leading a team</p> <ul style="list-style-type: none"> <li>Experience of lesson observation and feedback</li> <li>Experience of leading others to achieve outstanding outcomes through improved teaching and intervention</li> </ul> |

|                             |   |   |
|-----------------------------|---|---|
| <b>Skills and knowledge</b> | <ul style="list-style-type: none"> <li>➤ Understanding of what makes 'quality first' teaching, and of effective intervention strategies.</li> <li>➤ Ability to plan and evaluate interventions.</li> <li>➤ Engage, inspire and foster a love of English.</li> <li>➤ Data analysis skills, and the ability to use data to inform provision planning.</li> <li>➤ Effective communication and interpersonal skills.</li> <li>➤ Ability to build effective working relationships.</li> <li>➤ Ability to influence and negotiate.</li> <li>➤ Good record-keeping skills.</li> <li>➤ Understanding of skills needed to lead a team and inspire and motivate staff</li> <li>➤ Ability to use assessment and progress data to drive improvement</li> <li>➤ Able to process data to identify key groups of underperforming students and create actions plans to facilitate improvement</li> <li>➤ A reflective practitioner who consistently seeks to improve their teaching to support learning and accelerate student progress</li> <li>➤ Committed to further developing teaching skills through professional development and learning</li> </ul> | <ul style="list-style-type: none"> <li>➤ Committed to further developing teaching skills through CPD / training etc.</li> </ul> |
| <b>Personal qualities</b>   | <ul style="list-style-type: none"> <li>➤ Passion for teaching English.</li> <li>➤ Commitment to getting the best outcomes for students and promoting the ethos and values of the school.</li> <li>➤ Commitment to equal opportunities and securing good outcomes for students with SEN or a disability.</li> <li>➤ Ability to work under pressure and prioritise effectively.</li> <li>➤ Commitment to maintaining confidentiality at all times.</li> <li>➤ Commitment to safeguarding and equality.</li> <li>➤ Able to release potential in others, quick to acknowledge fault and quick to recognise the achievement of others</li> </ul> <p style="margin-left: 40px;">           Strong personal resilience and positive mindset<br/>           Able to remain calm under pressure and make good decisions<br/>           Keen to develop leadership skills<br/>           Puts a high value on treating others with respect and courtesy<br/>           Committed to inclusion         </p>  | <ul style="list-style-type: none"> <li>➤ A willing contributor to the development of the Team</li> </ul>                        |