

## JOB DESCRIPTION

**Job Title:** Head of English

**Reporting to:** Assistant Heads / Headteacher

### **Job Purpose:**

- To lead in raising standards of student attainment in English across the school.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To promote continuity of teaching and learning in English across and within each Key Phase.
- To work closely with the Leadership Group with a focus on the strategic development of the school, in line with national initiatives.

### **Main Duties and Responsibilities:**

#### **Leadership and Management – Strategic Development of the School**

To work alongside the Headteacher, Governors and other members of the Leadership Group, to help develop a strategic view for the school and analyse and plan for its future needs, objectives and policies.

This will be achieved through:

- Contributing towards and implementing the strategic and annual School Improvement Plans.
- Reviewing and updating appropriate school policies in conjunction with relevant members of staff.
- Assisting in the management and performance of staff through monitoring and evaluation in line with the requirements of appraisal.
- Developing supportive relationships with pupils, staff, Leadership Group, Governors, and the school / wider community.
- Promoting the corporate image of the school, being mindful of the reputation of the school, considering how this can be enhanced / maintained and attending associated events.
- Maintaining high standards leading by example of professional and personal skills and attributes (including behaviour and dress) for pupils to model and respect.
- Being aware of and promoting the school as a whole, having an awareness of the 14 year journey of pupils and the subsequent requirements through each Key Phase.
- To uphold the school ethos as outlined in the School Mission Statement.

***To inspire and challenge young people to become lifelong learners who are inquiring, knowledgeable, respectful and passionate and who are active participants in their own education***

## **Management of Teaching and Learning and Pupil Progress**

To be responsible for liaising with relevant members of staff in monitoring the quality of teaching and learning and subsequent academic progress of all pupils in English.

This will be achieved through:

- Access to and understanding of data to monitor departments, subjects, vulnerable groups and individuals.
- Engagement in procedures to assess standards, such as target setting, learning walks, book trawls and lesson observations.
- Supporting the internal / external moderation of progress.
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and with reference to English.
- Follow setting and co-ordinating assessment arrangements in both English at all Key Stages, and in all areas as required by school policies, including standardising those assessments.
- Assessing the impact of CPD provision and enrichment activities.
- Monitoring and evaluating the assessment and feedback to students in line with whole school and department policy.
- Insisting on high expectations of behaviour and dress, promoting a 'business like' attitude to learning and the schools CARE values/ Behaviour Policy.
- Liaising with staff to ensure continuity of provision across Key Phases.
- Promoting positive attitudes to learning through appropriate teaching and learning strategies and an effective working environment- promoting high quality displays.
- To participate in the schools review systems and feedback on issues relating to Teaching and Learning to the Head, Leadership Group and Governors.
- Promoting the school ethos through assemblies, staff / pupil meetings.
- Participating in reviews of the curriculum to ensure programmes meet gender requirements, exam specifications and cohort requirements.
- To use national and school data, including National Curriculum and public examination test data, to monitor and evaluate standards of achievement across the school in the subject area and to set clear targets for pupils' achievement.
- To promote an active engagement in the associated subjects and where appropriate monitor and support extracurricular/enrichment activities.

## **Management of Pupil Welfare**

To be responsible for liaising with relevant members of staff in monitoring and promoting the pastoral care and well-being of all pupils.

This will be achieved through:

- Promoting procedures that actively safeguard and enhance the well-being of pupils.
- Establishing clear expectations of staff and pupils in line with the schools Code of Conduct.
- Liaising with staff to maintain standards of behaviour during lessons and breaks and off-site visits.
- Implementing procedures to ensure the safety of all pupils.
- Complying with the School's Safeguarding Policy in order to ensure the welfare of children and young persons and carry out duties during breaks to ensure the safety of all pupils.

### **Communication.**

To foster clear communications with those involved in the academic development and well-being of all pupils (including governors, headteacher, leadership group, staff, form tutors, parents and outside agencies as appropriate).

This will be achieved through:

- Liaising with and attending relevant meeting with staff members to support high quality teaching and learning and pastoral care.
- Maintaining and logging appropriate records of all correspondence and notes of significant interview/discussions and meetings.
- To contribute to weekly staff updates and ensure area of key responsibility is represented effectively within the school.
- Ensuring policy and procedures are adhered to, promoting efficiency and equality for all staff, pupils and parents.
- Representing the department to parents as appropriate and liaising where pertinent.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.

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

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.