

Job Description	
Job Title: Head of English	Pay range: Leadership Pay Scale; L6 - L9
	School/Service: Ipswich Academy
Responsible to: Assistant Principal / Principal	
Responsible for: Teaching and support staff within department	

Purpose of Job Role

To provide leadership and management for English to ensure high standards of teaching and learning, including the wellbeing of staff and pupils. To support, hold accountable, develop and lead a team of teachers and support staff within the English department.

Key Duties and Responsibilities

- Leading on line management of teaching and support staff within the department to include performance management.
- To be a good role model of professional behaviour to colleagues both in terms of learning and teaching and in dealing with pupils, parents/ carers, Academy Council members, Directors, visitors and colleagues providing support, respect and motivation
- To ensure that pupil progress across key stages and the curriculum is monitored within the department, recorded and reported according to the Trust's policy and legal requirements.
- Develop and enhance teaching practice to ensure that all groups of pupils are making excellent progress across the academy.
- Ensure that an appropriate curriculum is offered to all pupils having regard for individual needs, aptitudes, stages of development and the resources of the academy and thus raise achievement.

- To lead department meetings, ensuring they are effectively and efficiently run.
 - The responsibilities and duties included in this job description are in addition to those of a class teacher for which please refer to the Class Teacher job description.
 - Coach and mentor to ensure the highest quality provision.
 - To keep up to date on relevant educational issues and legislation within the department and discuss this regularly at leadership and management meetings.
 - To participate in the selection and appointment of staff for the academy as appropriate.
 - Support and encourage extra-curricular activities to enhance pupil learning experiences.
 - To manage the work of all staff in the department, ensuring through consistent implementation, that the academy meets all of its obligations to staff and pupils.
 - Support the development, planning and implementation of whole school CPD.
 - Support the principal/assistant principal in an area of whole school responsibility.
 - To ensure that careers relevant to the subject are promoted and pupils are clear about the relevant transferable skills that they can develop.
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Equal Opportunities Statement

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice at all times.

Commensurate Statement

Undertake any other reasonable duties commensurate with the grade as determined by the Principal or Service Head.

Child Protection

To follow the child protection procedures adopted by the Trust, and have due regard for safeguarding and promoting the welfare of children and young people.

Signed: _____ **Date** _____
Postholder

Signed: _____ **Date** _____
Principal/Service Head

Person Specification Head of department		
	Application	Interview/ Selection Test
Qualifications		
Educated to degree level or equivalent.	X	
Qualified teacher status.	X	
Experience		
Must have taught in secondary education.	X	
Must be able to demonstrate experience of effecting change in teaching, learning and/ or curriculum either at class, key stage or whole school level.	X	X
Successful experience of subject leadership	X	X
Knowledge and Understanding		
Must have a sound understanding of the skills and attributes involved in effective leadership and management.	X	
An excellent understanding of curriculum and pedagogical issues relating to learning and teaching within the subject, including the latest inspection and research findings in the effective teaching at secondary level education.	X	X
Has the knowledge and understanding of current and national issues in relation to pupil development, pupil progress and raising achievement at KS3 and 4.	X	X
Knowledge of the use of data, tracking and target setting to raise attainment at individual pupil, group and cohort level.	X	X

Ability to communicate effectively, both orally and in writing with a range of audiences.	X	X
Proven management, administrative and organisational skills.	X	X
Understanding of and commitment to equality issues within the workplace and the safeguarding of children.	X	X
Skills and Abilities		
An outstanding classroom practitioner.	X	
Must be able to plan lessons effectively for all the pupils in a class, setting clear learning intentions and differentiated tasks.	X	
Ability to work effectively as part of a team to ensure the needs of the pupils are met appropriately.	X	X
Understanding of and ability to establish clear boundaries in relation to pupils' behaviours in line with the Trust's behaviour policy.	X	X
Good verbal and written English communication skills.	X	X
Plans teaching and personalisation to achieve progression in pupils' learning.	X	X
Ensures effective teaching of whole classes, groups and individuals.	X	X
Makes effective use of assessment information on a pupil's attainment.		X
Has high disciplinary standards and can manage pupils' behaviour.	X	
Is able to monitor pupil and staff performance.	X	
Is able to evaluate and review progress and evaluate change.	X	
Additional		

To relish challenges and perform efficiently in significant and key leadership roles.	X	X
Must be willing and enjoy engaging parents/ carers in order to encourage their close involvement in the education of their children.	X	

Candidates shortlisted for interview will be required to provide evidence of qualifications and may be subject to competitive selection tests.