

HEAD OF ENGLISH JOB DESCRIPTION

Context

The Head of Department provides a clear vision for the department, which translates the Academy's ethos and aims into practice. S/he promotes the best possible progress for all students based on excellent teaching and learning. The Head of Department has high expectations regarding standards of work and behaviour, leads, and manages the department in part by being an excellent role model. Support, monitoring and evaluation of practice create a climate in which teachers and students are comfortable with their roles, feel valued and are, therefore, able to give of their best. The Head of Department supports the Senior Leadership Team and is influential in driving the Academy forward.

Responsible to: Headteacher and SLT mentor

Line Manager to: teachers and support staff working in the area(s) for which responsibility is held

General Duties

The Conditions of Employment for School Teachers (contained in the School Teachers' Pay and Conditions Document) specify the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. In recognition of the particular duties required of the holder of this post a TLR is payable.

Particular duties

The particular duties of this post are to:

1. Teachers and Support Staff

- a) lead the department and be accountable for sustaining or improving the quality of teaching and learning in all key stages;
- b) provide support for colleagues on classroom management issues and liaise with tutors and pupil staff support as appropriate;
- c) lead, develop and co-ordinate the promotion and monitoring of students' progress, including the use of assessment and data;
- d) monitor the setting and marking of homework;
- e) in consultation with the Staff Development Co-ordinator (Assistant Headteacher), support the induction of new members of the department;
- f) promote the professional development of all members of the department using the Academy performance management system creatively;
- g) plan, prioritise and subsequently evaluate action in support of the *School Improvement Plan*;
- h) ensure that members of the department are aware of procedures in the case of absence and that appropriate work is set and suitable arrangements made when a member of the department is absent.

2. Curriculum and Evaluation

- a) monitor and evaluate the courses offered to students in each key stage with the aim of providing material which engages all learners and promotes the best possible progress of our students;

- b) promote and monitor the provision for all students, e.g. Disadvantaged and groups including those with special needs and those who are gifted and talented;
- c) ensure that schemes of learning are available for all courses taught in the department;
- d) undertake departmental self-evaluation in line with Academy policy and practice.

3. *Students and their parents*

- a) lead colleagues in undertaking value added assessment of students' progress, tracking students and target setting;
- b) ensure that parents receive information about their daughter/son when appropriate.

4. *Meetings*

- a) hold regular departmental meetings as indicated on the meetings schedule ensuring that an agenda is circulated in advance and outcomes are published;
- b) provide opportunities for staff and students to discuss and reflect on teaching and learning;
- c) ensure that information is communicated to members of the department when appropriate.

5. *Resources including budget*

- a) manage the department's resources efficiently and effectively;
- b) plan an annual budget and monitor spending throughout the year;
- c) identify longer term needs and bid for development monies when appropriate.

6. *Other specific duties*

- a) have full regard to all aspects of the Academy's Health and Safety policy and secure appropriate practice in those areas for which responsibility is held;
- b) safeguard and promote the well-being of students and staff in all aspects of the performance of this role;
- c) follow Child Protection and other agreed procedures eg relating to the organisation of trips and visits and the ordering of goods;
- d) undertake such other duties as the Headteacher may reasonably require.

7. *Updating*

The job description will be reviewed and updated periodically in order to ensure that it reflects accurately the nature of the role in context of in-school and other developments. The process may be initiated by the Headteacher or the postholder. It will always be the aim to reach agreement on reasonable changes but, if agreement is not possible, the Governing Body (represented by the Headteacher) reserves the right to make changes following consultation.