

JOB DESCRIPTION
<p><b>Post Title: Head of English</b></p>
MAIN PURPOSE OF JOB
<ul style="list-style-type: none"> <li>• To lead the English team in the school, creating a strong and positive culture within the subject.</li> <li>• To lead the development and delivery of high quality teaching and learning – engaging with research based approaches to pedagogy.</li> <li>• To develop an impactful and engaging curriculum that leads to high quality student attainment.</li> <li>• To ensure all students make excellent progress.</li> <li>• To ensure highly effective curriculum and lesson content across the team.</li> <li>• To ensure high quality performance across the English team.</li> <li>• To monitor and track student progress and ensure effective interventions.</li> <li>• To take an active and supportive part in the management of the school, helping to plan, formulate and deliver academic and pastoral policy.</li> <li>• To support the ethos of the school, helping to create and maintain positive links between the school, home and the local community.</li> </ul>
MAIN ACCOUNTABILITIES AS A TEACHER
<p>The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Principal, with consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title.</p> <ul style="list-style-type: none"> <li>• To fulfil all the requirements and duties set out in the current Teachers' Pay and Conditions Documents relating to the conditions of employment for teachers, as well as the relevant standards for teachers.</li> <li>• To teach and ensure exceptional progress for all pupils assigned to him/her in the allocated classes.</li> <li>• To follow all College policies in relation to teaching, learning and assessment, the care and management of students, and health and safety.</li> <li>• To undertake pastoral duties as required with due regard to all policies and procedures relating to attendance, progress, pastoral welfare and management.</li> <li>• To take part and lead in Appraisal procedures.</li> <li>• To undertake continuous professional development.</li> <li>• To be a form tutor and carry out the duties of this role if required.</li> <li>• To lead effective subject department meetings.</li> <li>• To work with teachers from other departments to share good practice.</li> <li>• To ensure highly effective schemes of work.</li> <li>• To promote the vision, culture and ethos of the college.</li> <li>• To undertake any other duties which the Principal may reasonably require.</li> </ul>
ADDITIONAL DUTIES AND ACCOUNTABILITIES OF THIS POST
<p><b>Curriculum:</b></p> <ul style="list-style-type: none"> <li>• To lead and support the development of teaching and learning in English in conjunction with the agreed aims and policies of the college.</li> <li>• To lead the development of appropriate resources and schemes of work and teaching strategies in English in line with college objectives and development plan.</li> </ul>

- To develop assessment opportunities which help learners to take responsibility for their learning in English.
- To promote teaching styles which stimulate learning interest and student involvement in learning in English.
- To ensure that teaching and learning methods are inclusive within English.
- To investigate, research and respond to initiatives in English teaching and learning at national, regional and local levels and to disseminate findings to the Curriculum Area.

#### **Staffing and Staff Development:**

- To be an exemplar of teaching skills, lead the improvement of teaching skills as well as taking a leadership role in developing, implementing and evaluating policies within the department.
- To model outstanding planning, assessment and teaching in order to support staff within the department to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils.
- To liaise effectively with colleagues and SLT to ensure consistency of approach in teaching and learning across the college.
- To support teachers of English with regard to the delivery of schemes of work, assessment and teaching strategies.
- To ensure that staff development needs are identified and addressed.
- To contribute to Appraisal processes, acting as a reviewer for staff within the Curriculum Area.
- To support trainee teachers and ECTs where requested by the Principal.
- To assist with the recruitment and appointment of staff within the Curriculum Area.
- To assist and support staff who are experiencing difficulties within the classroom outside of the Curriculum Area if required.
- Prepare and run professional development courses for staff.
- Design programmes of support for individuals.
- Provide model lessons.
- Support colleagues in developing strategies to improve outcomes for pupils experiencing difficulties, including individuals/groups that are under attaining or are at risk of doing so.
- Keep colleagues up to date with developments in best practice identified through networks and research.

#### **Self-Evaluation and Planning:**

- To lead on self-evaluation procedures and development plan processes related to teaching and learning in line with college procedures within English.
- To develop portfolios of exemplar student work, lesson plans and other teaching and learning resources.
- To contribute and adhere to the college procedures for lesson observations and learning walks.
- To seek and implement modification and improvements in teaching and learning within English.
- Be proactive in seeking out networks and research in order to identify best practice and latest developments.

#### **Leadership:**

- To work with SLT in addressing teaching and learning issues that arise from the monitoring and analysis of student performance data and ensure that action is followed up.
- Motivate, challenge and inspire colleagues to provide outstanding provision for our pupils, leading to outstanding outcomes.
- Provide an excellent role model for pupils and for staff, by classroom practice and behaviour that sets a standard for others.
- To adhere to and promote college policies on equal opportunities.

- Work with colleagues to develop an innovative and creative curriculum designed around the particular needs of our pupils.
- Develop a coherent, shared vision for learning through teamwork, collaboration and sharing of best practice, ensuring a consistent approach to teaching.
- Seek out best practice through networks and research, to share with colleagues.
- Use data analysis to identify trends in attainment and to identify individuals/groups that are under attaining or are at risk of doing so. Identify patterns of attainment.
- Use data analysis to identify areas where individuals/groups of colleagues or the whole college may need support in order to improve outcomes for pupils.
- Support or lead strategies for accelerating the progress for particular individuals or groups of underachieving pupils.
- Contribute to appraisal.

#### **Communications:**

- To ensure that all members of the English Department are familiar with the teaching and learning aims and objectives of the curriculum area and the college.
- To ensure effective communication with English staff and the wider staff.
- To run highly effective subject meetings.
- To contribute to the development of effective subject links with partner schools, colleges, external agencies and the community; attending necessary liaison events in partner colleges and to promote the college at Open Days/Evenings and other events in the wider community if required.

#### **Management of Resources:**

- To identify resource needs and to contribute to the efficient and effective use of teaching and learning resources.
- To trial new teaching resources and methods and review their success and monitor their effectiveness.
- To comply with all college policies and formulate subject policies as required.

#### **Safeguarding and Health and Safety:**

- To be responsible for promoting and safeguarding the welfare of children and young people in the college.
- To be responsible for the Health and Safety of the areas in which you work, as per the Health and Safety Policy.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and job title.

## Person Specification: Head of English

Selection Criteria	Assessment Method
<b>Qualifications</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>Qualified teacher status in the UK</li> </ul> <p>Highly Desirable:</p> <ul style="list-style-type: none"> <li>Evidence of recent participation in a range of relevant in-service training</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Professional Knowledge, Skills and Understanding</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>Demonstrable success in raising achievement</li> <li>The ability to create an outstanding learning and teaching environment for students, including disabled students and students from underrepresented groups</li> <li>Knowledge and experience of the curriculum area either as an existing or developing leader</li> <li>Knowledge of the National Curriculum and appropriate interventions for students to achieve success</li> <li>Strong behaviour management skills</li> <li>Strong ICT skills</li> <li>Confident user of data, able to provide analysis and measure impact of interventions</li> </ul>	<ul style="list-style-type: none"> <li>Personal statement</li> <li>References</li> <li>Lesson observation</li> <li>Interview</li> </ul>
<b>Experience:</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>Of working in a secondary setting</li> </ul> <p>Highly Desirable</p> <ul style="list-style-type: none"> <li>Of leadership roles within a school</li> <li>Of successfully managing teams</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Personal statement</li> <li>Reference</li> <li>Lesson observation</li> <li>Interview</li> </ul>
<b>Skills and Aptitudes</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>Ability to prioritise, plan, organise and manage work life balance</li> <li>Ability to work as an effective part of a team and as a team leader and proactively report to the Vice Principal on areas for development, progress and issues arising</li> <li>Ability to work as an effective part of a team</li> <li>Ability to work independently, take initiative and successfully manage change</li> <li>Experience of working in effective partnership with stakeholders and outside agencies</li> <li>Excellent time management and organisational skills</li> <li>Excellent interpersonal, presentation and communication skills, both written and spoken</li> </ul> <p>Highly Desirable:</p> <ul style="list-style-type: none"> <li>Experience of taking a leading role in initiatives/developments</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Personal statement</li> <li>References</li> <li>Lesson observation</li> </ul>

<b>Personal Qualities</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>▪ High quality communication skills with the ability to develop positive relationships with students, parents and peers</li> <li>▪ A sense of humour and a good sense of well-being</li> <li>▪ High expectations of self and others</li> <li>▪ A flexible and adaptable approach</li> <li>▪ An innovator with the desire to continue to learn and develop within the professional role</li> <li>▪ Resilience and the determination to be successful within this role and ambitious for the College and its children</li> </ul>	<ul style="list-style-type: none"> <li>▪ Personal statement</li> <li>▪ References</li> <li>▪ Interview</li> <li>▪ Lesson observation</li> </ul>
<b>Safeguarding Children and Health and Safety</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>▪ Committed to safeguarding and promoting the welfare of children and young people</li> <li>▪ Be able to undertake an enhanced DBS check</li> <li>▪ Be responsible for the Health and Safety of the areas in which you work, as per the Health and Safety Policy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Personal statement</li> <li>▪ References</li> <li>▪ Interview</li> </ul>
<b>Equality of Opportunity</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>▪ The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to</li> </ul>	<ul style="list-style-type: none"> <li>▪ Personal statement</li> <li>▪ References</li> <li>▪ Interview</li> <li>▪ Lesson observation</li> </ul>
<b>Other</b>	
<p>Desirable:</p> <ul style="list-style-type: none"> <li>▪ A UK driving licence</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ ID at interview</li> </ul>

**March 2022**