JOB DESCRIPTION

Post: **Head of English**

Reporting to: **Vice Principal**

Accountable to: **Principal**

Academy: **LeAF Studio**

RELATIONSHIPS: Liaising with Assistant Vice Principal, all Teachers and support staff, Parents and carers and LEA representatives and Trust Members.

PURPOSE: To carry out effectively the duties of a teacher and school leader as set out in the current Schoolteachers' Pay and Conditions document and in this Academy Teacher's Job Description and to meet the standards expected of a qualified teacher

The Curriculum Lead – English role is critical to the success of the Academy in developing into a centre of educational excellence. It is the responsibility of the Curriculum Lead to ensure that staff across the department have high expectations, creative and expansive schemes of work and deliver high standards of attainment and achievement in the courses offered by the department.

DUTIES:
Within subject areas or classes in which you teach, you are required to meet the professional standards for teachers. In particular you are required:

Key Tasks & Responsibilities:

- To ensure delivery of high standards of attainment and achievement in English.
- To produce syllabuses and schemes of work for all year groups which will enable students to attain high levels of performance and enable students of all abilities to achieve excellent standards both in class and independently
- To ensure that students are offered a range of accredited courses to follow in order for all students to achieve well
- To ensure that department staff provide suitable opportunities for students to engage in enrichment activities.
- To strategically plan, monitor and evaluate the work of the staff of the department across the Academic year ensuring that teaching is consistently 'good' or better
- To support a smooth transition between secondary phases and to post 16 courses
- To promote parental engagement in the work of the department and provide a range of opportunities for parents to be involved in supporting their child's learning.
- To promote literacy across the curriculum

Accountability

- In the autumn term to prepare an annual report & analysis for the Principal on the year's public examination results for the department; target-setting outcomes and proposed future targets.

- To meet on a regular, scheduled basis with the allocated VP to report on progress & standards within the department including staff absence, behaviour, rewards, standards of achievement and attainment by group and year, enrichment activities and department highlights.
- To produce reports for and attend governors' meetings as occasionally required
- To ensure value for money is achieved when spending the department budget

Strategic Direction and Development

- To be a collaborative, strategic and supportive member of the Learning Leadership team of the Academy, playing an important role in the progress of the Academy in its development as an innovative, high performing, and emotionally intelligent organisation with an entrepreneurial ethos.
- Support the development and consistent application of Academy policies and practices that promote high achievement, attainment and inclusion through effective teaching and learning
- Play a key role in creating an environment within which the students and staff develop and maintain positive attitudes towards each other, the environment, the community and teaching and learning.
- Provide a regular and wide range of opportunities for staff within the department to work collaboratively, develop independence and grow in confidence in preparation for career progression
- With the agreement of the Principal, to allocate appropriate duties and responsibilities amongst the department staff according to workload, experience, interest and pay level
- To keep the Principal, senior staff and other colleagues advised as appropriate, concerning the provision of resources or concerns about the working environment
- To co-ordinate the work of the department, holding regular meetings according to agreed schedules with agendas and minutes circulated and to foster and encourage collaborative working across the department
- Use national, local and Academy data effectively to monitor, evaluate and analyse student progress; planning and implementing effective intervention to support all students to achieve highly, to develop self-esteem and to inform Academy policies and practices, expectations and teaching methodologies.
- Contribute to the Academy Improvement Plan and the annual cycle of related documentation.
- Liaise effectively with all stakeholders including parents, members of the Academy Council, feeder schools, secondary schools and colleges, business and community partners, and the wider community as appropriate, all in line with Academy strategic objectives.
- Be involved in networking with other Academies, innovative and high achieving schools and other relevant networks; in order to learn more about the ways that other institutions are successfully effecting change and transformation.

Career & Professional Expertise Development

- To pursue personal and professional development opportunities to meet the changing demands of the role.
- To engage in cross-Academy events and strategies in order to foster greater awareness of whole school strategic planning.

Other Duties

- To organise and encourage appropriate school trips/visits/fieldwork linked to curriculum.
- To organise exhibitions and displays to showcase the work of the students and the department staff
- To encourage and enable the visits of subject relevant professional practitioners to the academy
- To carry out a share of supervisory duties in accordance with published rotas.
- To participate in the Academy performance management arrangements as appropriate.
- To adhere to published Academy policies and procedure
- To attend regular meetings with your line manager
- To undertake such other duties, training and/or hours of work as may well be required by the Principal within a reasonable workload, and which are consistent with a head of department role

ADDITIONAL DUTIES:

- Support our culture of 'High Expectations – High Achievement.'
- Encourage staff and students to follow this example.
- Play a full part in the life of the school community.

- Comply with data protection legislation and expectations for confidentiality.
- Identifying and agreeing personal development objectives with the line manager.
- Making effective use of the development opportunities available to you.
- Promoting and safeguarding the welfare of pupils in your care or that you come into contact within accordance with the whole school Child Protection Policy.
- Any other duties commensurate with this post as directed.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

If teacher - In having a clear grasp of the expectations of this role, the post-holder should make close reference to the ***Teaching Standards (DfES 2012)***

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with a disability or additional need and continued employment for any employee who develops a disabling condition.

This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

Signed: ..... Date .....
Post Holder

Name: .....

Signed: ..... Date .....
Principal

Ambitions Academies Trust is committed to safeguarding and promoting the welfare of children. Rigorous checks will be made of the successful applicant's background credentials, including enhanced DBS checks.