



## Job Description – Head of English

<b>Job Title:</b>	Head of English
<b>Salary:</b>	Dependent on Experience plus a TLR
<b>Contract Type:</b>	Full Time, Permanent
<b>Reporting to:</b>	Assistant Headteacher
<b>Purpose</b>	<p>The Head of English will take lead responsibility for providing leadership and management for the delivery of English to secure:</p> <ul style="list-style-type: none"><li>• High quality teaching.</li><li>• Effective use of resources.</li><li>• Improved standards of learning and achievement for all.</li></ul>
<b>Strategic Direction</b>	<p>Under the direction of the Assistant Head Teacher:</p> <ul style="list-style-type: none"><li>• Develop and implement policies and practices for English which reflect our school's commitment to high achievement, effective teaching and learning.</li><li>• Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.</li><li>• Establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.</li><li>• Use data driven improvement, line management and coaching effectively to identify pupils who are underachieving in the subject and create and implement effective plans to support those pupils where necessary.</li><li>• Analyse and interpret relevant national, local and school data, as well as research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods.</li><li>• With the involvement of relevant staff, establish short-, medium- and long-term plans for the development and resourcing of the subject. Create DSEF (T Reports to evaluate and DCIP plans to improve.</li><li>• Monitor the progress made in achieving DCIP and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.</li></ul>
<b>Teaching and Learning</b>	<p>Under the direction of the Assistant Head Teacher:</p> <ul style="list-style-type: none"><li>• Create a curriculum manifesto ensuring clarity on intention, implementation and impact.</li></ul>

**Headteacher:** Alyson Littlewood



	<ul style="list-style-type: none"><li>• Ensure curriculum coverage, continuity and progression in the subject for all pupils, including more able pupils, pupils with special educational needs and pupils with English as an additional language.</li><li>• Make sure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to pupils.</li><li>• Use instructional coaching and TLAC strategies to drive improvement.</li><li>• Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils.</li><li>• Ensure effective development of pupils’ literacy, numeracy and IT skills through the subject.</li><li>• Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement, set targets, and secure good progress.</li><li>• Set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching.</li><li>• Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching.</li><li>• Ensure effective development of pupils’ individual and collaborative study skills.</li><li>• Work with staff to establish a partnership with parents to involve them in their child’s learning of the subject, as well as providing information about curriculum, attainment, progress and targets.</li><li>• Develop effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop pupils’ wider understanding.</li></ul>
<b>Leading and Managing Staff</b>	<p>Under the direction of the Assistant Head Teacher:</p> <ul style="list-style-type: none"><li>• Hold clear line management appraisal meetings and maintain all agendas and minutes.</li><li>• Help staff to achieve constructive working relationships with pupils and parents.</li><li>• Establish clear expectations and constructive working relationships among staff involved with the subject, including through team working and mutual support, devolving responsibilities and delegating tasks, as appropriate.</li><li>• Sustain your own motivation and, where possible, that of other staff involved in the subject.</li></ul>



	<ul style="list-style-type: none"> <li>• Appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s)</li> <li>• Audit training needs of subject staff</li> <li>• Lead professional development of subject staff through example and support, and co-ordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education, local authority, subject associations.</li> <li>• Make sure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed.</li> <li>• Enable teachers to achieve expertise in their subject teaching.</li> <li>• Work with the SENCO and any other staff with special educational needs expertise, to make sure that education, health and care plans are used to set subject-specific targets and match work well to pupils' needs.</li> <li>• Make sure that the Head Teacher, senior leaders and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans.</li> <li>• Present to Governors on the progress of subjects as required.</li> </ul>
<p><b>Efficient and effective deployment of staff and resources</b></p>	<p>Under the direction of the Assistant Head Teacher:</p> <ul style="list-style-type: none"> <li>• Establish staff and resource needs for the subject and advise the Head Teacher and senior leaders of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money.</li> <li>• Deploy, or advise the Head Teacher on the deployment of staff involved in the subject to make sure the best use of subject, technical and other expertise.</li> <li>• Make sure the effective and efficient management and organisation of learning resources, including ICT.</li> <li>• Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.</li> <li>• Use space to create an effective and stimulating environment for the teaching and learning of the subject.</li> <li>• Make sure that there is a safe working and learning environment in which risks are properly assessed.</li> </ul>



<b>General</b>	<p>The Subject Leader-English will be required to:</p> <ul style="list-style-type: none"> <li>• To demonstrate Marsden Heights Academy values at all times.</li> <li>• To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body’s expectations of all staff and volunteers.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.</li> <li>• To respect confidentiality at all times.</li> <li>• To be familiar with the school’s policies, procedures and working practices and adhere to them as appropriate.</li> <li>• To undertake any training and development commensurate with the post.</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and level.</p>
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This job description is current at the date shown but following consultation may be changed by the Head Teacher to reflect or anticipate the changing demands of the post commensurate with the grade and job title.

The Academy staffing structure will be subject to periodic review to reflect the changing opportunities and constraints that arise.

Post Holder signature: .....Date.....

Post Holder name (in capitals): ..... Date.....

Head Teacher signature: .....Date.....



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**Headteacher:** Alyson Littlewood

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