



JOB DESCRIPTION & PERSON SPECIFICATION

Role: Head of English

Grade: M1-U3

TLR: 2c

Responsible to: Senior Leadership Team

JOB DESCRIPTION

Main Purpose of the Job:

1. To design and implement an ambitious curriculum which students enjoy learning and teachers enjoy teaching.
2. To demonstrate excellent and inspiring leadership to the English staff.
3. To maximise the progress and development of students in English.
4. To be committed to safeguarding and promoting the welfare of students.
5. To manage the resources, financial and otherwise, of the department.
6. To support the ethos and values of the academy.

Main Responsibilities of the Job:

1. Develop and implement aims, policies and practices for the subject, and organise meetings to develop these.
2. Co-ordinate the preparation and development of the curriculum, including teaching materials, teaching programmes, methods of teaching and assessment.
3. Be accountable for the achievement of students in the department.
4. Develop and implement systems for recording individual students' progress.
5. Prepare the departmental development plans in line with the School Improvement Plan to reflect whole school and departmental priorities.
6. Establish plans for the resourcing of the subject.
7. Through self-evaluation, monitor progress made in achieving targets and evaluate the impact on teaching and learning.
8. Contribute to the recruitment of staff to the department, and induct new staff including Early Career Teachers.
9. Ensure the effective use of the department's equipment and the observance of relevant health and safety regulations.
10. Maintain efficient and effective control of the department's budget.
11. Plan, prepare and deliver challenging and engaging lessons to the full age and ability range.
12. To meet all Teacher Standards.
13. To ensure that the needs of all learners, including those with SEND and the most able, are taken into account.
14. To be committed to developing as a teacher and leader.
15. Contribute to the school's extra-curricular provision.
16. To carry out supervisory duties as directed, and promote high standards of behaviour and respect.
17. To hold and demonstrate positive values with colleagues, students and parents.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • Good Honours degree • Secondary PGCE, or equivalent • NPQ or similar in Middle leadership 	✓ ✓	✓	App/Doc/Ref
Experience	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • A minimum of three years' teaching experience • Proven record of success in teaching across the age and ability range at secondary level • Leading innovative and successful initiatives to raise student achievement • Experience of contributing to curriculum planning at a departmental level • Experience of contributing to Department Improvement Plans and Schemes of Work 	✓ ✓	✓ ✓	App/Int/Ref
Personal Qualities	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • Ambition for self and others • Genuine concern for others • Decisive, determined and self-confident • Integrity, trustworthy, honest and open • Accessible and approachable • Manages change sensitively and skilfully • Excellent attendance and punctuality • Excellent interpersonal skills 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		App/Int/Ref
Skills, Attributes & Knowledge	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • Knowledge of curriculum developments • Ability to use a variety of teaching and learning strategies • Skills and knowledge to deal with student safety and behaviour • Ability to work effectively under pressure • Ability to prioritise and meet deadlines • Commitment to continued personal development • Ability to focus on standards and the belief that all students can succeed given the right opportunity and support • Demonstrate a commitment to equal opportunities • A willingness to relate to the local community • Good ICT skills 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		App/Int/Ref

App Application form and letter

Doc Documentation

Ref References

Int Interview