



Job Description **Head of Department - English**

Primary Purpose:

To ensure that learning in English is always effective in securing strong student learning and excellent outcomes.

To always practise and teach the academy's core values: Work Hard. Be Kind. No Excuses.

Responsible to:

Headteacher via Senior Leader, Line Manager.

Personal Qualities:

- Behaves consistently with the Academy and Trust's values in their interactions with internal and external stakeholders.
- Treats people with respect and in a fair and consistent way.
- Recognises when colleagues are under pressure and volunteers to assist them where possible.
- Works within teams and across boundaries to share knowledge and achieve results.
- Identifies and builds relationships required to achieve the best outcomes for the team.
- Generously shares their time, knowledge, expertise and talent to support others' success.
- Creates opportunities to enhance the experience of the customers through their daily tasks.
- Maintains focus and drive to achieve quality outcomes.
- Focuses their time and efforts on issues that will have the greatest impact on agreed objectives.
- Anticipates responses and plans their approach accordingly.

Responsibilities:

Leadership:

- To empower, support, guide and challenge staff who work within the department.
- To plan, lead and deliver subject specific CPD to English staff.
- To coach English teachers to excellence
- To drop into English lessons regularly and provide helpful feedback to staff and students.
- To plan, lead and facilitate departmental meetings.
- To use data effectively to plan, monitor and review additional support for those students whose learning is not yet sufficient.
- To monitor the learning of all students with a particularly keen focus on students who have SEND and those who attract pupil premium funding.
- To carefully plan, budget and resource the department effectively.
- To role model strong professional practices in line with academy's Code of Conduct and Teaching Standards.

Curriculum:



- To communicate to department staff a clear and bespoke vision that outlines the approach to learning in English.
- To ensure that there is a strong, well sequenced and structured curriculum that is well communicated to teachers of English.
- To ensure that teaching staff who teach English clearly understand the knowledge that students must acquire and the stage they should acquire it.
- To ensure that teachers who teach English understand the best pedagogical approaches to securing domain specific knowledge.
- To ensure that knowledge organisers are collaboratively reviewed and refined regularly so that they enable teachers to have absolute clarity regarding teaching sequences.

Teaching:

- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Plan and teach well-structured lessons.
- Adapt teaching to respond to the strengths and needs of all pupils.
- Make accurate and productive use of assessment.
- Manage the classroom culture effectively to ensure a strong learning environment.
- Make a positive contribution to the wider life and ethos of the school by:
 - developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
 - deploying support staff effectively
 - taking responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
 - communicate effectively with parents with regard to pupils' achievements and well-being.

General:

- Represent Miltoncross Academy in a professional and positive manner.
- Undertake break time duties as appropriate.
- Act as a tutor.
- Support colleagues.

To undertake any other reasonable duties deemed necessary by the Headteacher to ensure the smooth running of the academy.