



Job Description – Head of English TLR1b

Accountable to: Governing Body, Leadership Team link, Headteacher

Accountable for: Members of subject staff, including support staff.

Purpose: To be responsible for:

- the quality of teaching, learning and pupil progress, analysing outcomes and planning for improvement
- undertaking a process of self-review annually and leading a team of colleagues to raise subject standards
- monitoring performance and working to improve performance of team members – including the agreed policy of performance management
- managing the human and fiscal resources available to the department including the deployment of staff and rooms
- ensuring the schemes of work are up-to-date
- organising pupil grouping
- keeping abreast of initiatives and new policies related to subject
- promoting and safeguarding the welfare of children and young persons across the subject.

Duties and Responsibilities

Schemes of Work

- To ensure schemes of work are developed and reviewed. To ensure that these meet all statutory requirements and meet the needs of all students in an innovative and engaging way.
- To ensure that effective liaison occurs between key stages (including between KS2 and KS3) to provide proper progression.

Effective Teaching

- To set exemplary standards in teaching and learning for members of the team to model.
- Monitor and enhance effective teaching amongst team members – to include lesson observation and feedback at least annually.
- To oversee the work of post-holders in this respect.

Pupil Progress

- To ensure pupil progress is monitored and analysed at all levels and to report on this to the Leadership Team link and Headteacher as required.
- To draw up plans to improve pupil progress with subject staff.
- To monitor the implementation of those plans.
- To monitor pupil progress through work sampling, report sampling and moderation and to take necessary action based upon this process.
- To ensure that progress and targets are effectively communicated by team members to parents through the reporting system.

Examinations

- To ensure that postholders make examination entries as required.
- To ensure that appropriate examinations and tests are set at all levels.
- To support the management of examinations through liaison with the examinations team.

Team Members

- To manage the performance of post-holders in the subject in line with school policy.
- To ensure that post-holders manage the performance of allocated staff, including support staff, in line with school policy.
- Through the Heads of subject, ensure that the work of support staff is monitored and that they work effectively.
- To ensure that working practices address all Health and Safety issues adequately.
- To ensure that appropriate staff development is undertaken by team members to continually improve their effectiveness.
- To support the induction of new staff and the training of PGCE and GTP students where appropriate.

Pupil Behaviour

- To ensure that pupil behaviour in lessons is of the expected standard.
- To ensure that team members adhere to school policies on behaviour and to provide support where necessary.

Enrichment

- To work with the subject team to support and develop enrichment activities

Subject Management

- To manage the subject team in an open and consultative way, affording members of the team the chance to participate and have an input into developments.
- To provide direction and leadership for the subject team.
- To care for the well-being of members of the subject team.
- Carry out the process of subject self-review and draw up the Subject Improvement Plan.
- To engage pupils in giving feedback about Subject and teaching in Subject (including your own) in order to inform the Improvement Plan.
- To seek and act upon 360 degree feedback from colleagues on performance as Head of Subject.
- To ensure that actions in the Subject Improvement Plan are carried out effectively, and to monitor their impact
- To work with the Leadership Team on the deployment of staff and rooms.
- To manage the subject human and fiscal resources (including text books and equipment) in the most effective way.
- To attend subject leader meetings as required.
- To contribute to the development of whole school policies as required.
- To ensure that adequate work is set when subject staff are absent.
- Any other duties as appropriate.

Duties and Responsibilities as a Teacher

To be read in conjunction with the School Teacher's Pay and Conditions Document Part XII.

- a) To teach effective lessons and be responsible for this to the Head through the Team Leader.
- b) To ensure that lessons are well prepared, all work marked regularly, and homework set according to agreed policy.

- c) To maintain records of pupil attainment, and to be aware of standards achieved, so enabling assessments to be provided whenever necessary.
- d) To produce effective reports on pupil progress and targets for improvement.
- e) To ensure high standards of behaviour from students.
- f) To work as a member of a team, seeking to implement its aims and objectives, extending knowledge and understanding of the curriculum, recognising the need for change, and contributing where necessary to the writing/development of new material and schemes of work.
- g) To attend all Team Meetings (subject and pastoral).
- h) To discuss with the Team Leader and colleagues those aspects of pupils' performance which are a cause for concern, and to seek advice, guidance or support where appropriate.
- i) To promote the general progress and personal and social well-being of any assigned group of pupils through the school's tutorial and PSE programme.
- j) To participate in performance management – identifying areas for development and accessing appropriate training and professional development.
- k) To provide work for classes (whenever possible) when absent.
- l) To communicate and consult with the parents of pupils through attendance at Parents' Evenings.
- m) To have regard to the school Health and Safety policy.
- n) To promote and safeguard the welfare of children and young persons across the subject.

This job description, which is subject to review, has been agreed between the Post-holder, the Team Leader and the Leadership Team link (on behalf of the Headteacher).

Name

Signed
Head Of Subject

Date

Signed
Leadership Team link

Date