

Job Profile

Job Title: Head of English

Reports to: Deputy Headteacher

Location: Oakmoor School, Bordon, Hampshire

Function of the Post

The post holder will take overall responsibility for the planning, monitoring and curriculum in English that will lead to expected or better progress within the curriculum area. To support this work you will lead a team that delivers high quality teaching and learning that enables all students to achieve in a supportive, innovative and encouraging environment.

Principal Accountabilities:

1. Responsible for raising standards within English to ensure students achieve expected or better progress in all year groups and particular student groups as directed by your line manager.
2. Monitor and develop the curriculum to ensure that all students are engaged, motivated and progress.
3. Ensure high standards in the quality of teaching and learning, student behaviour, engagement for learning and assessment which is in line with academic policy and effective practice.
4. Provide motivation, inspiration and high expectations of staff that support the continuous development of the department, increasing staff performance which leads to improved student outcomes, whilst ensuring high levels of staff welfare.
5. Responsible for ensuring compliance with health and safety regulations and maintaining a safe environment for students, staff and visitors to the department.
6. Undertake department evaluation activities including performance data analysis, lesson objectives, learning walks and regular work scrutiny to inform effective planning.
7. Create and implement a department strategic plan that is challenging and ambitious, reflecting the priorities and actions identified within the school's Strategic Development Plan.
8. Make a positive contribution to the strategic aims, values and ethos of your subject area, the school and the University of Chichester Academy Trust.

9. Take professional responsibility to act as an exemplary role model to others in line with the duties and expectations of a middle leader, promoting the values, culture and ethos of the school that promotes a positive and motivational environment.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Your application form will be assessed for literacy, accuracy and attention to detail.

		E	D	Evidenced through
	Knowledge and Qualifications			
1	Qualified Teacher Status	✓		Application Documentary evidence Interview Teaching Task
2	Relevant degree of equivalent professional qualification.	✓		
3	Evidence of continual professional development that is relevant and appropriate to the post.	✓		
5	Very good knowledge of pedagogy, research, initiatives and technologies in learning and child development	✓		
6	Current knowledge of the national curriculum, qualifications, research, initiatives and technologies for English.	✓		
7	A good knowledge of emerging technology and the use of ICT to enhance learning and engage students.	✓		
8	Understanding of assessment for learning and its use to raise standards.	✓		
9	Current knowledge of safeguarding legislation and government guidance relevant to the post.	✓		
10	An understanding of the role of parents and the community in school improvement and how this can be promoted and developed.		✓	
11	Relevant professional or academic qualifications at Master's level or higher		✓	

		E	D	Evidenced through
	Skills			
1	Demonstrable evidence of the skills required to be an excellent classroom practitioner.	✓		Application Interview References Teaching Task
2	Ability to challenge and differentiate teaching and learning for students of all abilities and needs.	✓		
3	A skilful communicator with strong interpersonal and presentation skills, both verbal and written.	✓		
4	Ability to make learning exciting, relevant and cross curricular	✓		
5	Ability to create a vibrant, collaborative, happy and challenging learning environment.	✓		

6	Excellent planning and organisational skills, including time management, for the effective delivery of teaching and learning and to identify priorities and meet professional targets.	✓		
7	Significant current evidence of subject specific skills relevant to the post that demonstrate expertise in the field.	✓		
8	Ability to plan and implement a cohesive, creative and innovative curriculum.	✓		
9	Evidence of a skill set that enables innovation and the leadership and management of change in the context of the post.	✓		
10	Ability to analyse data for the effective monitoring and assessment of student performance and target setting.		✓	
11	Creative and innovative approach to using the latest technologies within the curriculum for enhanced student learning		✓	
12	Networking skills that build a professional learning community and enable good practice to be shared for the benefit of the School.		✓	

		E	D	Evidenced through
	Experience			
1	Developing a meaningful curriculum and learning experience together with demonstrable evidence of high quality classroom teaching that is engaging for all students, supports student progress and where there is good classroom organisation and class management.	✓		Application Interview References
2	Teaching relevant subjects across the age range and ability ranges at key stage 3 and 4, including preparing students for external examinations.	✓		
3	Relevant recent experience of implementing successful curriculum development and innovation within the subject area/s.	✓		
4	Demonstrable evidence of providing professional support to improve pedagogic practice and development of other colleagues.	✓		
5	Evidence of monitoring and evaluating student progress that supports continued improvement.	✓		
6	Evidence of collaborating and building effective relationships with parents, carers and the wider community to enrich teaching and learning for the wellbeing of students.		✓	
7	Experience of department evaluation activities such as performance data analysis, lesson observations, learning walks and work scrutiny.		✓	
8	Experience of participating in extra-curricular activities and visits to enrich learning experiences.		✓	

		E	D	Evidenced through
	Personal attributes			
1	Ambition, inspiration and motivation to lead improvement amongst colleagues that enhances the learning experience and outcomes for all students, at all abilities.	✓		Interview Presentation References
2	Enthusiastic, approachable and optimistic, with the presence to inspire confidence and trust.	✓		
3	Strong working ethos with a high level of commitment to the school, its improvement, its values and the whole school community.	✓		
4	Welcomes accountability to a wide range of groups, forms constructive relationships with all and understands the importance and value of engaging with parents, carers and the wider community.	✓		
5	Committed to enabling the academic, spiritual, moral, social, emotional and cultural development of students, recognising and valuing the richness and diversity of students needs and the academy communities.	✓		
6	An ability to be creative and use imagination and initiative to create a safe, fun, happy, challenging, stimulating and effective learning environment.	✓		
7	Self-reflective and responsive to feedback from a range of sources that help to identify and inform future decision making.	✓		
8	Adaptive and sensitive to dealing with issues appropriate to the situation.	✓		

University of Chichester Academy Trust

The Trust's vision is "for all young people to be inspired by an excellent education that raises their aspirations and enriches their lives"; and it is our mission "to create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning..."

With a supportive and collaborative approach, it is expected our academies are actively engaged and contribute to the work of the Trust; have a shared vision and work within the requirements of the Trust whilst retaining and developing the school's own identity.

Teachers' Standards (England):

Lead the Humanities teaching programme of the Academy strategically and act as a role model for innovative and engaging teaching, building on teaching techniques that reflect latest research and best practice in child learning and development. Ensure your practices and all teachers perform at a level that is consistently good or better across the current Teachers' Standards (England).

Framework:

Professional responsibilities and duties should be undertaken in line with the contractual framework for Heads of Department set out in the current School Teachers' Pay and Conditions document, the Academy's Scheme of Delegation and in line with statutory obligations and regulations that apply to academies within a multi-academy trust or as directed by the University of Chichester Academy Trust.

The duties contained within this job profile should not be regarded as exclusive or exhaustive and you may undertake a range of other duties appropriate to the salary grade and in line with the context of your role. In consultation, the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

The University of Chichester Academy Trust and the academy believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Academy has a number of policies that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

Right to Work:

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information.

Health & Safety:

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the School's Health and Safety Policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The University of Chichester Academy Trust will support the school in continuously seeking to find ways to improve its environmental performance and all staff are required to support these aims.

Data Protection:

You will be responsible for conducting activities in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

Safer Recruitment:

The University of Chichester Academy Trust and school are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service Certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs.