



JOB DESCRIPTION

HEAD OF ENGLISH *(Secondary Phase)*

Responsible to: Director of Faculty

Main responsibility

- To lead on English in the secondary phase including: planning and teaching and learning; leading a team of English teachers; promoting the subject within the school and wider community.
 - Playing an active part in the Creative & Health (C&H) Faculty.
 - To be responsible for teaching and planning English KS3 & KS4 SoW, lessons, assessments, resources and trips.
 - To monitor assessment, interventions and outcomes in English in order to ensure the highest possible levels of student attainment.
 - To carry out the professional duties of a teacher as defined in the Schoolteacher's Pay and Conditions Document.
 - To be responsible for the progress of English classes, their pastoral care and to deliver a dynamic, engaging and appropriate curriculum.
 - To line manage the KS3 English Lead and other members of the English team as required.
 - To oversee KS4 in English.
 - To contribute to KS5 curriculum design where required, as the school grows.
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Responsibilities

Teaching and Learning

- To identify the needs of individual students and groups and plan differentiated and personalised activities and interventions.
- To have a commitment to the students and the quality of their experiences by catering for the range of needs of all the students in the classroom.
- To set homework according to the published homework timetable and to mark it in accordance with the marking policy.
- To plan and review teaching strategies in order to maintain the high standards and quality of learning experiences required by individual pupils and the class as a whole.
- To develop and maintain a high standard of classroom management, providing a stimulating, happy, safe and supportive learning environment.
- To foster positive self-esteem in pupils and hold high expectations of students' work and behaviour.
- To take responsibility for the welfare and safety of all students on roll, but specifically for the class to which you are teaching.
- To ensure that any concerns relating to safeguarding issues are forwarded to the Designated Teacher for Child Protection.

Assessment and Reporting

- To use an agreed system of recording and monitoring the progress of individual students and to report on students' progress and attainment in accordance with Federation procedures.
- To monitor students' progress through ongoing and formal assessments, keep meaningful records of achievement, and inform parents, in line with school policies.
- To prepare for and attend parents' evenings related to the classes taught and your family tutor group.
- To be accountable for the attainment and progress of individual students in your teaching groups and for all students in the school.
- To ensure the SENCO and appropriate SLT members are kept informed of the progress of pupils with SEN.

Curriculum

- To keep abreast of developments in your subject. To respond to wider Federation policies and agreed approaches (such as for citizenship, work-related learning, enterprise, literacy, numeracy and ICT) when planning the curriculum and schemes of work/lesson plans.

Classroom management

- To arrive at and begin the lesson promptly.
- To ensure orderly entry to the classroom and that basic routines are followed.
- To take a class register during the first part of the lesson.
- To implement the Federation and the curriculum team behaviour and rewards policy and to be responsible in the first instance for discipline within the classroom.
- To co-ordinate the work of support staff in the classroom

People and Relationships

- To form good relationships with parents, colleagues and school governors.
- To maintain a high level of professionalism and confidentiality inside and outside the workplace at all times.

Federation routines

- To follow all Federation and curriculum/pastoral team policies and agreed procedures.
 - To attend scheduled meetings (or to liaise with the Leadership Team if attendance is not possible).
 - To play an active part in the curriculum and pastoral teams to which you belong.
 - To actively engage in the approved performance management scheme and relevant INSET activities/staff meetings.
 - To be prepared to participate in after school activities such as clubs, discos, fundraising events, performance and school social events.
 - To fully support the Christian ethos of the school by promoting Christian values, participating and leading in collective worship and ensuring prayers are said at the end of the school day.
 - To support the Leadership Team and Governors in creating an effective all through school, carrying out any reasonable requests made by them.
 - To carry out all duties with due regard for health and safety at work regulations.
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