

## ST MARY'S CATHOLIC COLLEGE

### JOB DESCRIPTION

1. INTRODUCTION		
1.1	NAME OF POST HOLDER:	
1.2	Post Title:	HEAD OF English
1.3	Post Purpose:	<p>Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).</p> <p>To raise standards of student attainment and achievement within the whole subject area and to monitor and support student progress.</p> <p>To be accountable for student progress and development within the subject area.</p> <p>To develop and enhance the teaching practice of others.</p> <p>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies.</p> <p>To be accountable for leading, managing and developing the subject/curriculum area.</p> <p>To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated subject portfolio.</p>
1.4	Reporting to:	A member of Leadership Team.
1.5	Responsible for:	Head of Key Stages teaching staff and other specified personnel within the department.
1.6	Liaising with:	Head/ Leadership Team, other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LA representatives, external agencies and parents.
1.7	Working Time:	Full time as specified within the STPCD
1.8	Salary/Grade:	Classroom Teachers' Pay Scale and TLR 1B
1.9	Disclosure level	Enhanced

<b>2. TEACHING</b>	
2.1	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
<b>3. OPERATIONAL/ STRATEGIC PLANNING:</b>	
3.1	To lead the development of appropriate syllabuses, resources, learning programmes, marking policies, assessment and teaching and learning strategies in the department.
3.2	To be responsible for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
3.3	To monitor actively and follow up student progress.
3.4	To implement whole school policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Asset Management Strategy, etc.
3.5	To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
3.6	To lead, manage and ensure that the planning activities of the department reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the school.
3.7	To link with the other departmental leaders to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
3.8	To foster and oversee the application of I.C.T. in the dept, including the development of materials for the school's website.
3.9	To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.
3.10	To link with the other departmental leader to ensure that the ICT across the curriculum is fully implemented.
<b>4. CURRICULUM PROVISION:</b>	
4.1	To liaise with the Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan and Self Evaluation.
4.2	To be accountable for the development and delivery of subject area.
<b>4. CURRICULUM DEVELOPMENT:</b>	
5.1	To lead curriculum development for the whole department.

5.2	To keep up to date with national developments in the subject area and teaching practice and methodology.
5.3	To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
5.4	To liaise with the Leadership Team to maintain accreditation with the relevant examination and validating bodies.
5.5	To be responsible for the development of Key Skills in subject area.
5.6	To ensure that the development of subjects is in line with national developments.

<b>6. STAFFING:</b>
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6.1	To work with the Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
6.2	To continue own professional development as agreed with Leadership Team.
6.3	To be responsible for the efficient and effective deployment of the Department's technicians/support staff.
6.4	To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
6.5	To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Operations Manager/relevant staff to secure appropriate cover within the department.
6.6	To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
6.7	To promote teamwork and to motivate staff to ensure effective working relations.
6.8	To participate in the school's ITT programme.
6.9	To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

<b>7. QUALITY ASSURANCE:</b>
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7.1	To ensure the effective operation of quality control systems.
7.2	To establish the process of the setting of targets within the department and to work towards their achievement.
7.3	To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.

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| 7.4 | To contribute to the school procedures for lesson observation.  |
| 7.5 | To implement school quality procedures and to ensure adherence to those within the department.  |
| 7.6 | To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. |
| 7.7 | To seek/implement modification and improvement where required.  |
| 7.8 | To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.   |

<b>8. MANAGEMENT INFORMATION:</b>
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| 8.1 | To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.  |
| 8.2 | To make use of analysis and evaluate performance data provided.   |
| 8.3 | To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. |
| 8.4 | To produce reports within the quality assurance cycle for the department.   |
| 8.5 | To produce reports on examination performance, including the use of value-added data.   |
| 8.6 | In conjunction with Leadership Team, to manage the Department's collection of data.   |
| 8.7 | To provide the Governing Body with relevant information relating to the Departmental performance and development.   |

<b>9. COMMUNICATIONS &amp; LIAISON:</b>
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| 9.1 | To ensure that all members of the department are familiar with its aims and objectives.   |
| 9.2 | To ensure effective communication/consultation as appropriate with the parents of students.   |
| 9.3 | To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.<br><br>To represent the department's views and interests. |
| 9.4 | To contribute to the planning and delivery of school liaison activities.  |
| 9.5 |   |

## **9.6**

To lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.

To promote actively the development of effective subject links with external agencies.

**10. MANAGEMENT OF RESOURCES:**

- 10.1** To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- 10.2** To work with the AHT in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

**11. PASTORAL SYSTEM:**

- 11.1** To monitor and support the overall progress and development of students within the department.
- 11.2** To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 11.3** To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- 11.4** To contribute to PSHE, citizenship and enterprise according to school policy.
- 11.5** To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

**12. SCHOOL ETHOS:**

- 12.1** To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- 12.2** Support the school in meeting its legal requirements for worship.
- 12.3** Promote actively the school's corporate policies.
- 12.4** Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- 12.5** To perform such other duties as may be required from time to time by the Head Teacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**13. SIGNATURES:**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....  
(Teacher)

Dated .....  
(Teacher)

Signed .....  
(Headteacher)

Dated .....  
(Headteacher)