The Blue Coat School

Job Description & Person Specification

HEAD OF ENGLISH

TPS plus TLR: 1c - £12,718

PURPOSE OF POST:

- To lead and develop a department which has pupil progress, engagement, enjoyment of English at the heart of its ethos.
- To lead and manage teaching, learning and development in English.
- To be accountable for student progress and development within the department.
- To lead, develop and enhance the teaching practice of teachers in the department.
- To be accountable for the line management of staff across the department.
- To develop and embed consistent practices and approaches across the department, so that all pupils get a rewarding and positive experience across all the disciplines of English within the department.

REPORTING TO: Assistant Headteacher

GENERIC RESPONSIBILITIES:

1 High standards of teaching and learning and achievement

- To act as role model for the department, setting the highest personal standards of stimulating, challenging and inclusive teaching and purposeful, successful and enjoyable learning.
- To lead the development of teaching and learning strategies in the department.
- To monitor and evaluate the quality of teaching and learning in the department through regular observation of the other teachers in the department.
- To develop and improve the quality of teaching and learning in the department through observation, constructive professional feedback, modelling, team teaching and, where appropriate, providing targeted training.
- To promote and monitor the climate for learning in the department through regular structured self-evaluation.
- To be responsible for promoting and improving the departmental environment for learning.
- To monitor and support student progress across the curriculum area to raise standards of student achievement and attainment.
- To promote and foster enrichment, extension and extra-curricular activities for students, linked to the subject, to develop pupils' interest, motivation and enjoyment.

2 Strategic and operational planning and management

- To lead the development of appropriate syllabuses, schemes of work, marking policies, assessment and teaching and learning strategies.
- To be responsible for the effective and efficient day-to-day management, control and operation of course provision within the department, including the effective deployment of staff and resources.

- To work with departmental colleagues to formulate coherent and relevant aims, objectives and improvement plans for the department in response to whole-school priorities and strategic planning and the needs of students.
- To work with other post-holders in the department to ensure that development across the whole curriculum best supports student progress and achievement.
- To work with the Director of ICT to develop the application of ICT in the department to support teaching, learning, assessment and management according to school policy.
- To work with the Business Manager to plan and cost the financial and business needs of the department according to school policy.
- To liaise with the Site Manager to ensure that Health & Safety policies and practices, including Risk Assessments throughout the department are in line with national requirements, are regularly updated, and to put into place a management system to ensure that policy and risk assessments are followed.

3 Staff

- To create a sense of purpose / shared vision among the departmental team and secure commitment.
- To be responsible for the day-to-day management of staff within the department and act as a positive role model.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective induction, support and monitoring of new staff.
- To be responsible for the efficient and effective deployment of support staff within the department.
- To work with the relevant member of SLMT to ensure that staff development needs are identified, and appropriate programmes are put in place to meet such needs.
- To make appropriate arrangements for classes if staff are absent, liaising with the Cover Manager / relevant staff.
- To participate in the interview process for teaching posts as required and to ensure the effective induction of new staff in line with school policy.
- To undertake performance management reviews for the staff line-managed.

4 Line Management

To be accountable for the line management of colleagues across the department. Working through the leadership structure in the department to ensure that all staff are set robust, and developmental targets.

5 Curriculum provision and development

- Working with subject leads, to have overall responsibility for the curriculum development across the whole department.
- To be accountable for the development and delivery of the departmental curriculum, ensuring that this is in line with national requirements.
- To liaise with the relevant deputy / assistant headteacher to ensure the delivery of a high quality appropriate, relevant and cost-effective curriculum.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local level.
- To keep the department up-to-date with national developments in the subject area, teaching practice and methodology.

6 Progress of students

- To ensure that school policy on behaviour, rewards and sanctions is upheld within the department so that effective learning can take place.
- To be responsible for the overall monitoring of students' progress and performance in relation to the targets set for each individual, ensuring that appropriate intervention is made when necessary to support students in their learning.
- Working with English subject leads, to take overall responsibility for the department's intervention strategies and their organisation and management. To evaluate the impact of intervention strategies and use the evaluation to inform improvement.
- To be responsible for the quality of student outcomes across the Key Stages.

7 Quality

- To ensure that effective, efficient management systems are in place to monitor quality.
- To set targets within the department according to whole-school policy, and to work towards their achievement.
- To put into effect whole-school quality procedures and to ensure that these are adhered to in the department.
- To establish common standards within the department and develop the effectiveness of teaching and learning in the department.
- To monitor and evaluate the curriculum area / department in line with school policy, and to seek / implement modification and improvement where required.

8 Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To make use of analysis and evaluate and interpret performance data provided to inform departmental planning and improvement.
- 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.
- To provide the Headteacher and Governing Body with relevant information relating to departmental performance and development as required, including reports on examination performance including the use of value-added data.

9 Communications

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication / consultation as appropriate with the parents of students.
- To liaise with examination boards, higher education, partner schools, business and industry, awarding bodies and other relevant external bodies.
- To represent the department's views and interests.

10 Marketing and liaison

- To contribute to the school liaison and marketing activities – e.g. providing news for the website, contributing to newsletters to parents.
- To be responsible for the effective promotion of the department at Open Days / Evenings and other events.
- To lead the development of effective subject links with partner schools and the community according to school policy.
- To actively promote the development of effective subject links with external agencies and organisations.

11 Whole-school

- To play a full part in the life of the school community, to support and model our ethos of faith, vision and nurture, and to encourage by example, leadership and management, staff and students to follow this example.
- To contribute actively to the development of whole-school policy, working groups and initiatives.

12 Personal and professional

- To take responsibility for one's own personal professional development.

13 Across the Multi-Academy Trust

- To act as a role model, setting the highest personal standards of stimulating, challenging and inclusive teaching and purposeful, successful and enjoyable learning.
- To support and advise on the development of teaching and learning strategies within English.
- To guide colleagues to curriculum development that promotes pupils' interest, motivation and enjoyment of English.
- To promote and encourage enrichment, extension and extra-curricular activities for students that deepens their passion for English.

The job description is current at the date shown, but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the job title and salary weighting.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

The Blue Coat School

Job Description & Person Specification

In your application, please *demonstrate* how you meet these criteria.
Do not include a curriculum vitae.

Head of English	How identified (A/I/LO)
Essential	
Educational Qualifications	
Good honours degree in English	A
Suitable qualification in teaching English (PGCE or equivalent)	A
Relevant and successful teaching experience	A/L
Relevant experience in team-leadership / management – e.g. as head of department, 2 i/c, team leader, leadership of the development of curriculum / T & L / assessment etc, which has had an impact on both pupils and teachers	A/L
Teaching & Learning	
A passion for English, and sharing this with young people	L/I/LO
Excellent subject knowledge and pedagogy	L/I/LO
Very good knowledge and experience of developments in the English curriculum and assessment in Key Stages KS3 & 4	L/I
An understanding, and experience of, the ways in which students' achievement can be maximised	L/I/LO
Excellent, engaging, creative practitioner, who can establish good relationships with students of all ages and abilities	L/I/LO
A commitment to achievement for all, and evidence of having had a positive and sustained impact on students' achievement and attainment	L/I/LO
Understanding of developments in the English curriculum and assessment at KS5	L/I/LO
Desirable	
Experience of A-level teaching	L/I
Leadership and management	
A clear vision of what constitutes excellence in a English department	L/I
An understanding of the systems and structures which need to be in place to achieve excellence, and the drive and commitment to implement this.	L/I
An understanding and experience of the effective use of data to promote improvement.	L/I

Understanding of and some successful experience of staff development – how to grow your team to become excellent English teachers.	L/I
Evidenced commitment to your own professional development.	L/I
Personal	
Excellent communication skills	L/I/LO
Commitment, drive and the willingness to go the extra mile.	L/I
Excellent organisational skills	L
Strong IT skills, for teaching and management.	L
Empathy with students and colleagues	L/LO
Creativity, perseverance and resilience.	L
Ethos	
A commitment to the development of the whole child – in curricular, extra-curricular and pastoral dimensions	L/LO/I
Sympathy / compatibility with the Christian and faith ethos and character of the school.	L/LO/I

A = Application I = Interview LO = Lesson Observation

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview