

# Job Description: Head of English



## Post Details

<b>School:</b>	The Grange School
<b>Grade:</b>	TLR 2.2
<b>Weeks per year:</b>	Full time
<b>Duration:</b>	Permanent
<b>Responsible to:</b>	Director of English

## **Main Purpose**

- To lead and inspire excellence in English throughout the school.
- To be responsible for improving student outcomes across TGS. Supporting the Director of English to foster a team commitment towards, and consistent adoption of, a “deep green” approach and ethos that inspires aspiration towards excellent standards of progress for all our students
- To be responsible for the highly effective implementation of the TL Secondary English curriculum at TGS.
- To work closely with the Director of English to ensure the smooth day to day running of the English department at TGS.
- To be accountable for high standards of learning and student outcomes at TGS.
- To be responsible for the successful implementation of effective intervention strategies in English in all year groups to ensure that all students make excellent progress.

## **Main Duties and Responsibilities**

- To be ultimately responsible for the effective implementation of a world class curriculum in English at TGS.
- To be accountable for the outcomes of all qualifications delivered within the TGS curriculum.
- To responsible for raising attainment and maintaining high standards in the department at TGS in all Key Stages.
- To ensure the effective day to day running of the department at TGS, including maintaining resourcing and equipment.
- To support the Director of English in any inspection, review or visit to TGS related to English.
- To support the Director of English in maintaining an up to date Curriculum Handbook for English.
- To be responsible for the close tracking and monitoring of students in all key stages and using relevant data to identify students for whom additional intervention is needed to ensure gaps in cohort progress are closed.
- To be responsible for overseeing the implementation of effective intervention strategies making effective use of staff to ensure that gaps in cohort progress are closed.
- To be the initial point of contact for staff at TGS in the department, ensuring that teaching staff absence is covered in consultation with the cover manager and that appropriate work is provided.
- To ensure all teachers in the department set relevant homework and adhere to all departmental policies.
- To work closely with the Director of English to ensure effective deployment of staff and to be mindful of work/life balance for members of staff within the department.
- To be responsible for ensuring the subject area of the student gateway is kept up to date, relevant and is easily accessible to students providing excellent opportunities for independent learning.

- Working with the Director of English, take responsibility for the effective evaluation and quality assurance of curriculum implementation and to lead subsequent reviews and intervention as required.
- Work closely with the Director of English to identify key departmental priorities, provide accurate self-evaluation and develop relevant action plans to ensure the department is working towards excellence.
- To be responsible for the successful implementation of the Department Development Plan ensuring that improvement priorities are accurately identified and that the action plan is regularly reviewed and updated.
- In conjunction with the Director of English, ensure the capitation budget is managed effectively and efficiently.
- To provide accurate and timely evaluation of the English curriculum and staffing as required by the Director of English and other senior leaders across the trust.
- To ensure robust analysis of the curriculum impact, using internal and external data alongside qualitative measures to ensure excellent outcomes for all students.
- To provide accurate and timely reports to the Director of English and other senior leaders as required.
- To be responsible for the performance management of staff as directed by the Director of English.
- To line-manage staff as directed by the EHT.
- Actively monitor and respond to developments and initiatives in English at national, regional and local levels.
- To teach key student groups as required to ensure identified gaps are closed.
- To work closely with the Director of English to ensure that an effective subject-specific CPD programme is in place for all teachers in English and that they have access to high quality training and development based on evidence informed and research-led thinking.
- To develop an ambitious and wide-ranging extra-curricular programme in English that provides a range of enriching opportunities which is available to all our students.

#### Other Duties

- To support other senior leaders in the recruitment process, organising interview lesson observations and providing accurate feedback to selection panels where appropriate.
- To be support the Operations Manager in overseeing any Health and Safety concerns and issues related to the English department at TGS.
- To be responsible for the effective management of the English facilities at TGS.
- To support the TL Performance Management and appraisal processes, being an appraiser for identified staff and ensuring that high standards of performance are both set and met in line with Trust policy.
- To play a full part in the life of the Trust community, to support its vision, mission and values.
- To support the work of Twynham Learning MAT which at times may require supporting other schools within the MAT as agreed in consultation with the postholder.
- To support the work of Two Rivers Institute (TRI, formerly Twynham Teaching School) which, at times, may require supporting schools locally or delivering CPD through TRI as agreed in consultation with the postholder.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.

Ambition for excellence Professionalism Humility Championing change	Inclusiveness Positivity Community-mindedness Being collaborative
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Personal Attributes
<ul style="list-style-type: none"> <li>• High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people.</li> <li>• Highly emotionally resilient</li> <li>• A reflective practitioner with a history of expertise in classroom pedagogy and the ability to improve outcomes for students</li> <li>• An ability to inspire and relate well to the whole community.</li> <li>• An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals.</li> <li>• A team player who is comfortable in both providing and responding to professional challenge.</li> <li>• A commitment to and evidence of professional development of both yourself and others</li> <li>• A commitment to engaging with evidence and research to inform practice</li> <li>• Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach.</li> <li>• A sense of humour</li> </ul>

Notes
<p>This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to complete manager to undertake work of a similar level that is not specified in this job description.</p>