

## Head of English

### Main purpose of the job:

- Raise and maintain high standards of attainment and progress of all students in the department
- Ensure the gap between attainment of disadvantaged students and SEND students compared to their peers is narrowed.
- Develop and maintain a high quality of teaching and learning experience within the department
- Build and develop an effective team in the department.
- Be a model of excellent practice for others and a highly effective classroom practitioner
- Take specific responsibility and accountability for the day to day management and organisation of your department
- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Headteacher, Deputy and Assistant Headteachers

Responsible to a designated senior leader.

### Leadership and management

- Support and implement the vision and ethos of the school
- To provide strategic leadership of the department and help develop a purposeful curriculum team, guiding and advising individual teachers on matters relating to the teaching of the subject.
- Write, implement and evaluate the success of School Development Plan relevant to your department
- Ensure that the work of the subjects is inclusive and issues are addressed in curriculum and/or pastoral management
- Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
- Together with SLT, lead on the school self-evaluation process for your department including lesson observations, work scrutiny, monitoring of standards and bringing about improvement through effective use of data
- As appropriate contribute to the writing of self-evaluation and policy documents beyond your own subject
- Promote cross curricular approaches to teaching and learning
- Be a proactive and effective member of the extended leadership team
- Be an effective role model for your team in terms of teaching, behaviour and classroom management
- Liaise with other local schools on projects and curriculum development
- Organise at least one whole event each year that promotes and develops your subject area(s)
- Ensure that administrative work of the department is undertaken within requisite deadlines.

### Teaching and learning responsibility

- Lead the department and promote the subject across the school.
- Provide clear guidance of strategies for effective teaching and learning.
- Keep abreast of local and national subject initiatives
- Have overall responsibility and accountability for your department ensuring curriculum continuity, consistency, balance, match and progression
- Lead regular meetings relevant to your department with appropriate colleagues , in line with the school's meetings schedule
- Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range.
- Teach your subject across the school through team teaching with class teachers, teaching individuals and groups of learning, teaching exemplary lessons for staff development.

### Monitoring and assessment

- Together with the Senior Leadership Team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area
- Monitor standards including recorded work as relevant to your department including reviewing long and medium term planning
- To initiate appropriate forms of subject assessment of student progress in accordance with school policy
- To ensure assessments/examination papers are prepared in good time, and administered professionally

### Manage resources

- Be responsible for the organisation, planning and evaluation of the curriculum as relevant to department
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources
- Effectively communicate to staff about school visits and events that would enhance the teaching of your subject areas.

### Staff development

- Act as a reviewer with the arrangements for the appraisal of all identified staff as required
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your department.
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments in your subject area and disseminate information as appropriate

### Other

- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Headteacher, Deputy and Assistant Headteachers