

# TORQUAY GIRLS' GRAMMAR SCHOOL



<b>Name:</b>	-
<b>Job Description:</b>	- Head of English
<b>Salary Range:</b>	- MPS / UPS + TLR 1A
<b>Responsible to:</b>	- Headteacher via appropriate member of SLT
<b>Responsible for:</b>	- All English Teaching and Non-Teaching Staff
<b>Job Purpose:</b>	- To lead and manage the English Department to ensure the most efficient deployment of the school's resources in order to secure high quality learning, teaching and support to maximise student progress.

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## CORE RESPONSIBILITIES:

- To lead the English department so that it is a dynamic and creative centre of excellence in which each student thrives academically.
- To have overall leadership and management responsibility for the effective deployment of staff and resources.
- To have oversight of the academic progress & behaviour of all English students;
- To assess continually the suitability of our English provision for education in the 21<sup>st</sup> century and provide the vision and drive to oversee its development;
- To have an overview of the quality of learning and teaching within English;
- To play a full part in the life of the English department to support its distinctive core purpose and to encourage and ensure staff and students follow this example.
- To ensure activity in the English department is consistent with whole school policies ie equal opportunities and SDP
- Take the lead for KS 3, 4 & 5 delivery.

## SPECIFIC RESPONSIBILITIES:

### *Curriculum/Teaching and Learning*

- To work closely with other relevant staff to develop the English curriculum to reflect the emerging TGGS and national agenda for English provision;
- To represent the interests of the English Dept at appropriate internal and external meetings and to work with other organisations to increase the opportunities for students and raise the quality of provision within English;
- To ensure that all students are on appropriate courses.
- To monitor the quality of teaching and learning in English, through lesson observations, department review, performance management etc.;
- Coordinate the work of English subjects through management of meetings, INSET, resources, technicians, ITE etc.
- To prepare reports as required for the Headteacher and Governors on English development or initiatives.
- To lead and manage the work of the second in department.

### *Supporting Student Progress & Development:*

- To work with English staff to monitor progress, behaviour and achievement of English students and implement intervention and raising achievement strategies to promote high levels of achievement for all students.
- To ensure the welfare of all learners in English through working with all relevant agencies, inside and outside the school;

- To ensure that students records are consistently and accurately kept up to date to improve knowledge of student personal development, achievement, responsibilities and conduct.
- To guide and support students at key times e.g.:
  - Induction Period;
  - Course Selection;
  - Preparation for School and public examinations;
  - UCAS;
  - Examination results days;
  - Preparation for Further Education and the world of work;
- To ensure that target setting and the use of value added data and the DEF process steers further improvements in student achievements. Including:
  - To track the progress of students using internal and external data;
  - To produce an up to date DEF

*Marketing*

- To assist in effective recruitment and marketing strategies e.g. Open Days, Press Releases, web-site etc.;
- To ensure appropriate communication/consultation with students and parents, including the school’s website;
- To liaise with relevant agencies as appropriate;
- To work closely with the relevant staff to manage the programme of promotion of English and the successful transition of students into Year 7 and 12 through the recruitment processes and induction programme of new students.

*Administration*

- To maintain efficient and effective control of the English budget and resources.
- To ensure a safe and secure working environment where Health and safety guidelines are adhered to

**GENERAL INFORMATION**

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here as directed by the Headteacher. The above responsibilities are subject to the general duties and responsibilities contained within the current teachers pay and conditions document and the conditions of employment including any current responsibilities the applicant has.

Signed: ..... Date: .....