



Core Purpose

Accountable to: Deputy Head

The main duties and responsibilities of this role, in addition to those of a classroom teacher, are described below:

Securing and sustaining high quality provision and outcomes for English

1. To be responsible, within the relevant subject area, for the development of teaching and learning and the delivery of the curriculum to agreed standards and within statutory frameworks and other regulations throughout the School.
2. Being responsible for the department's choice of examination boards and specifications. Ensuring, through regular and recorded monitoring, that the teachers and what is taught in the department comply with regulatory structures, relevant specifications and school policies and agreed practices. Ensuring the effective delivery of that teaching, such that examination results and value added for the department are on a rising trend.
3. Ensuring that the department has written, current, appropriate and regularly reviewed schemes of work at all levels and keeping a record of the review processes.
4. Ensuring that regular (half-termly), relevant assessment is undertaken at all levels and that the information derived from this is used to set targets and make plans for student progress. Ensuring that details and evaluations of these assessments are passed to the Leadership Team and appropriate HoYs and other HoDs.
5. Using available data to ensure that the progress of all students and groups of students (especially underachievers, EAL and SEN students) is reviewed regularly, and liaising with Form Tutors and other Heads of Department/Year to ensure that appropriate action is taken to address identified problems.
6. Ensuring effective staff development within the department and organising appropriate and effective mentoring for all staff as required. This will require the HoD to have oversight and input into the Performance Management structure for the department.
7. Holding frequent (half-termly) minuted meetings of the department. Minutes to be copied to the Leadership Team. These meetings will be seen to focus mainly on Teaching and Learning. Participating in HoD meetings and liaising with other departments as required and regularly with Learning Support either personally or through the Departmental Coordinator.
8. Putting in place systems regularly to obtain feedback on the work of the department from students and from Parents and to use that feedback in departmental improvement plans. Being responsible for all communication with parents from the department.
9. Producing an annual departmental report commenting on progress in each year group including SEF, an analysis of examination performance and budgets for discussion with the Senior Leadership Team.
10. Taking responsibility for the design and implementation of a curriculum vision clearly linked to the school's vision and ensuring that information is kept up to date on online platforms ie school website etc.



Effective deployment of staff and resources

Ensuring good value for money in the use of human and physical resources allocated to the department and accounting for their respective allocation

Common to all staff job descriptions

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Equality Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description is by no means exhaustive; our expectation is that the postholder will continuously seek to further the effective performance and development of the school, its students, staff and community. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.