

**HARROGATE HIGH SCHOOL
NORTHERN STAR ACADEMIES TRUST**

JOB DESCRIPTION

Post title: Learning Director of English

Line manager and responsible for reviews: Assistant Headteacher

Responsible for: English Department

Purpose of the post:

To establish and promote the department as a beacon of good practice within the school through the provision of high quality teaching and learning, continuous academic progress and the effective use and management of all the department's resources. Promote and act within the school policies within the department and lead and manage the department's staff.

Responsibilities of the post:

Reporting to the Assistant Headteacher, the Learning Director for English will be accountable for leading, managing and developing both the curriculum and staff in their department to ensure the academic progress of all students.

Impact on educational progress beyond the teacher's assigned students

- Set achievement and improvement targets for students at departmental level and implement action plans to achieve targets and improvement.
- Evaluate examination performance in relation to targets, to other departments, to the school and to the national picture.
- Establish department plans in line with the ADP. Take an active role in the production and ensure delivery of the ADP. Write, review and implement the Subject Development Plan.
- Establish and implement a policy of assessment, recording and reporting student progress in line with school policy.

Leading, developing and enhancing the teaching practice of others

- Monitor lesson planning and delivery to ensure the maintenance of high quality teaching and identify, manage and eradicate poor quality teaching within the department
- Promote best and innovative practice to enrich the range of teaching and learning styles in the department which best meet the needs of all students.
- Develop all department staff and ensure that all staff maintain their continuous professional development
- Lead on the subject aspect of training days

Accountability for leading, managing and developing a curriculum area

- Plan, deliver, monitor and evaluate the curriculum in department.
- Develop and implement department plans, targets and practices.
- To action the integration of ICT, literacy and numeracy skills into the schemes of work
- Oversee the co-ordination of the identification of the individual needs of students and that provision is made through appropriate differentiation and the implementation of Individual Education Plans.
- Responsible for student discipline within the department, and management of the positive behaviour policy.
- Organise examinations and assessments, ensure that external examination entries are submitted on time and monitor and evaluate external examination results.
- Review department schemes of work.

Personnel, Standards and Performance Management Responsibility

- Manage and deploy staff in the department, including managing staff performance discipline and attendance.
- Ensure that staff are aware of the nature and standard of work required;
- Make appropriate arrangements to cover staff absence, including liaison with supply staff and the setting of work.
- Manage staff appraisal for the department, evaluating performance and overseeing the appraisal of teachers.
- Monitor the quality of learning and teaching within the department through classroom observation, and annually updated schemes of work
- Ensure that students' work is regularly assessed and examination results are analysed
- Share responsibility for deciding what developments are needed together with the implications for staffing and resources
- Assist Head of Academy in the selection and appointment of staff.
- Be responsible for communications within the department.
- Manage any support staff member attached to the department
- Promote school policies and ensure they are maintained within the department
- Support the professional development of staff and identify training needs.
- Convene and chair regular meetings of department staff
- Manage parent contact and communication with department
- Produce departmental documentation including the Department Handbook and Schemes of Work.
- Monitor the quality of reports provided for parents/carers.

Resources/Administration

- Maintain accurate and relevant information on students and staff.
- Record and review student assessment information through effective use of relevant IT systems.
- Establish staffing needs
- Oversee the department inventory and manage financial and stock control.
- Responsible for maintaining appropriate records e.g. H&S
- Supervise teaching rooms and ensure a stimulating and attractive learning environment.
- Explore opportunities to develop and incorporate new resources.
- Responsible for the corridor/accommodation environment within the department
- Ensure compliance with the regulations governing Health and Safety within the department to ensure safe working and learning environment in which risks have been properly assessed.
- Undertake policy development researching and analysing internal and external data

Budgets And Financial Management

The Learning Director of English will share responsibility for supervising the formulation of annual budget bids by department staff and the regulation and supervision of expenditure across their department.

Specific Management Responsibilities of this post holder

Whole School Responsibility

- To lead by example and join the Middle Leadership Team
- To continue to develop teaching and learning strategies
- To take a leadership role in whole school initiatives
- To represent the department on working parties as and when appropriate as requested by the Academy Head
- To encourage and extend extra-curricular activities.
- To support the development of personalised learning by taking forward new initiatives - especially in student voice and assessment for learning.
- To support the cross-curricular developments

The job description therefore includes the responsibilities to:

- contribute to whole school policy.
- ensure effective dialogue with parents in accordance with school policies
- work closely with partner primary and secondary schools.
- liaise with external agencies and employers as necessary.

General and Review

Undertake such duties as may from time to time be reasonably assigned by the Headteacher operating within the provision of the School Teacher's Pay and Conditions of Employment.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.