



## JOB DESCRIPTION

<b>Post Title:</b>	<b>Head of English</b>
<b>Purpose:</b>	<ul style="list-style-type: none"><li>• To be accountable for student progress and development within the department.</li><li>• To be accountable for leading, managing and developing the subject/curriculum area.</li><li>• To be accountable and responsible for the development of high-quality teaching within the department.</li><li>• To ensure the provision of an appropriately broad balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.</li><li>• To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.</li><li>• To raise standards of student attainment and achievement within the whole curriculum area (Y7 – Y13).</li><li>• To monitor and support student progress within the department.</li></ul>
<b>Reporting to:</b>	Link SLT
<b>Responsible for:</b>	Subject Managers, teaching staff and other relevant personnel within the department.
<b>Main (Core) Duties</b>	
<b>Operational/Strategic Planning</b>	<ul style="list-style-type: none"><li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.</li><li>• To be responsible for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.</li><li>• To monitor student progress and ensure that appropriate action is taken where necessary.</li><li>• To support raising achievement initiatives.</li><li>• To implement School Policies and Procedures.</li><li>• To liaise with the School's Health and Safety Manager in order to ensure effective Health and Safety practice and policy.</li><li>• To ensure the relevant risk assessments are in place and up to date.</li></ul>
<b>Curriculum</b>	<ul style="list-style-type: none"><li>• To lead curriculum development for the whole department.</li><li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li><li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li><li>• To liaise with the SLT to maintain accreditation with the relevant examination and validating bodies.</li><li>• To be responsible for the development of literacy, numeracy, British Values, SMSC and Key Skills in your subject area.</li></ul>



	<ul style="list-style-type: none"><li>To ensure that the development of your subjects is in line with national developments</li></ul>
<b>Staffing</b>	<ul style="list-style-type: none"><li>To work with the SLT to ensure that staff development needs are identified and that the appropriate programmes are designed to meet such needs to ensure high quality teaching.</li><li>To be responsible for the efficient and effective deployment of staff.</li><li>To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.</li><li>To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.</li><li>To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li><li>To promote teamwork and to motivate staff to ensure effective working relations.</li><li>Working with the Professional Tutor to assist/support the development of staff within initiatives such as NQT, OTT, PGCE</li></ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"><li>To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.</li><li>To lead on the monitoring of progress, learning and teaching in the department and use this information to improve the quality of provision.</li></ul>
<b>Management Information:</b>	<ul style="list-style-type: none"><li>To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.</li><li>To ensure staff within the department keep up to date records of marks/assessments.</li><li>To analyse and evaluate performance data provided.</li><li>To identify and take appropriate action on issues arising from data systems and reports and to set deadlines where necessary and review progress on the action taken.</li><li>To produce reports on examination performance, including the use of value-added data.</li><li>In conjunction with the relevant link SLT, to manage the Department's collection of data. To provide the Governing Body with relevant information relating to the Department performance and development.</li></ul>
<b>Communications:</b>	<ul style="list-style-type: none"><li>To ensure that all members of the department are familiar with its aims and objectives.</li><li>To ensure effective communication/consultation as appropriate with the parents of students.</li></ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"><li>To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.</li><li>To lead the development of effective subject links with partner</li></ul>



	<p>schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</p> <ul style="list-style-type: none"> <li>• To actively promote the development of effective subject links with external agencies.</li> <li>• To represent the department at Senior awards events.</li> </ul>
<b>Management of resources:</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>• To work with the timetabler in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.</li> <li>• To contribute to PSHCE, citizenship and enterprise according to school policy.</li> <li>• To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with The Teacher Standards.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</li> <li>• To actively take part in the appraisal system.</li> </ul>
<b>OTHER CORE DUTIES:</b>	
<ul style="list-style-type: none"> <li>• To continue personal development as agreed</li> <li>• To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile</li> <li>• To take the lead in courtesy to colleagues and parents and carers, in modelling the school ethos to visitors and callers</li> </ul> <p>The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition</p> <p>This job profile is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Signed:

Date: