

Job Title *Head of English*

Responsible to *Head of Education, Headteacher, Deputy Headteacher*

JOB PURPOSE

- To ensure the highest standards of learning, achievement and development for all students in their English studies. This will be achieved through clear and effective leadership of subject staff.

KEY TASK AREAS & RESPONSIBILITIES

Five Key Competencies

- High level classroom practitioner with a wide range of teaching skills
- High level inter-personal skills enabling effective team leadership
- Ability to evaluate the work of others and enable their development through consultation, coaching and support
- Ability to analyse data and information, identify patterns and trends
- Ability to formulate strategies for improved learning as a result of the above.

Specific Responsibilities

- To lead learning within the department through:
 - providing a vision for learning within the department in line with that of the school
 - ensuring high standards of teaching, addressing any issues where teaching falls below the required standards;
 - ensuring high standards of learning, addressing any issues evident from Acorn reviews, self review, or OFSTED inspection where learning falls below the required standards
 - ensuring that all courses have schemes of work which enable examination objectives and other whole school objectives to be met. Ensuring that those courses are appropriately resourced
 - ensuring that learning is personalised through good use of assessment data and good assessment practice including focussed work for all ability levels
 - supporting staff in dealing effectively with student behaviour in order to remove barriers to learning
 - ensuring that department staff complete school monitoring, recording and reporting requirements to a high standard.
- To lead, train, support and manage department staff through:
 - ensuring that all new staff receive a comprehensive induction
 - supporting the continuing professional development of department staff
 - keeping up-to-date with relevant issues
 - lesson observations and learning walks
 - facilitating the sharing of good practice through meetings and INSET
 - annual Performance Management of colleagues under direct line management.
- To lead the department's review and improvement planning work by:
 - analysing the examination results of students working within the subject and agreeing and implementing action points



- contributing to the faculty's annual self-review report
- observing an agreed number of lessons
- ensuring the effective use of self-review tools including those which facilitate student feedback on their learning experiences
- preparing improvement plans for the department.
- To promote and support the literacy of students in the school through:
 - working closely with the SENCO on tracking and interventions covering literacy and reading
 - encouraging reading for pleasure within the school
 - taking a lead on projects and initiatives to develop the reading and literacy levels of students
 - promoting literacy as a form tutor

This is not an exhaustive list of duties and all staff are expected to carry out break and lunch duties, manage behaviour and complete or reasonable tasks as instructed by the Head of Education.