

JOB DESCRIPTION HEAD OF ENGLISH

AIMS OF THE POST

- to be accountable for the professional leadership, management and development of English.
- to secure high quality teaching, effective use of resources and high standards of learning and achievement for all students.
- to develop and enhance the teaching practice of others and to act as a positive role model.
- to monitor and support student learning and progress.
- to effectively manage and deploy resources in the delivery of English

SPECIFIC RESPONSIBILITIES

1. Strategic direction and development of English

- lead the development of appropriate syllabuses, resources and schemes of work for English to ensure appropriate provision is in place at all key stages
- develop and implement policies, plans and practices for the development of English which reflect the school's commitment to high achievement and effective teaching and learning
- monitor the impact of such policies and plans and practices, taking further action when appropriate
- create a climate, which enables staff teaching English to develop and maintain a positive attitude and confidence in teaching
- ensure that whole school and English aims, policies and practices are understood by all

2. Teaching and Learning

- ensure there is curriculum coverage, continuity and progression in English for all students including the more able and those in need of additional support
- ensure teachers understand the agreed scheme of work and effectively deliver this to students
- in the absence of colleagues who teach English, set appropriate work for classes
- provide guidance on appropriate teaching and learning methods to meet the needs of the students
- ensure there is development of students' literacy, numeracy and information technology skills through the subject
- establish in line with the school policies, systems for assessing, recording and reporting on student achievement
- ensure that information about students' achievements and abilities is used to set expectations and targets for improvement
- use data effectively to identify students who are underachieving and, where necessary, create and implement effective action plans to support those students
- use relevant data and research to inform policies, practices, expectations, targets and teaching methods
- ensure that staff use the information on students' prior attainment, know the attainment targets for students and that they effectively monitor their progress towards those targets
- help develop effective links with the community in order to extend the curriculum, enhance teaching and develop students' wider understanding

- evaluate the quality of teaching and learning in English, identifying effective practices and areas for improvement and taking action to improve further the quality of teaching and learning

3. Leading and Managing Staff

- prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, subject management and involvement in school development. Take responsibility for own professional development and achieve challenging professional goals
- be responsible for the line management of staff and lead department meetings when appropriate
- help staff to achieve positive working relationships with students
- establish clear expectations and positive working relationships among staff teaching English department including sharing good practice, mutual support and working as a team
- devolve responsibilities and delegate tasks
- carry out performance management as required by school policy
- lead professional development of staff in English through example and support including where appropriate, the use of coaching, appropriate training providers and CPD courses
- ensure newly qualified and trainee teachers are monitored, supported and trained

4. Efficient and effective deployment of staff and resources:

- establish staff and resource needs and advise the line manager of needs and priorities
- ensure the effective and efficient management and organisation of teaching and learning resources.
- maintain existing resources and explore opportunities to develop or incorporate new resources.
- use accommodation to create an effective and stimulating environment for teaching and learning.
- be responsible for the efficient and effective deployment of members of the support staff where appropriate
- participate in the interview process for teaching / support staff posts as and when required and ensure the effective induction of new staff
- to carry out other responsibilities as determined by the Head, following negotiation