

Job Description	
Department	English Department & SLT
Post Title:	Head of English
Salary Scale/Range	L7 - L11 (£60,145 - £66,368)
Hours	Full Time
Permanent/Fixed Term	Full time. Permanent.
Posts Responsible to	SLT Link
Posts Responsible for	Teachers in English & Named Areas
<p>Job Purpose:</p> <p>The prime responsibility of the post of Head of English is to lead and co-ordinate high quality teaching and learning to ensure every student's potential is maximised. Whole school leadership, innovation and vision are required to develop the school.</p> <p>You will be able to:</p> <ul style="list-style-type: none"> ● Inspire, motivate and challenge students and staff, supporting their individual development ● Raise the academic achievement of all learners in English across both key stages ● Effectively lead the English team to outstanding ● Manage the day-to-day running of the English department ● Work with colleagues at all levels and contribute to the school's improvement 	

Strategic Direction

- To contribute on a whole school level to the school's priorities
- To provide the vision for the long-term future of the English department
- To develop and implement effective policies and practices for the English department which reflect the school's commitment to high achievement and success for all
- To establish short, medium and long-term plans for the development and resourcing of the English curriculum, through the School Development Plan
- To be committed to continual improvement
- To contribute to the school's strategic development of literacy across the curriculum

Key Accountabilities/Primary Responsibilities:

Tasks that may be carried out in this role include, but are not limited to:



1. Principal Accountabilities – The HOD will:

- a) Provide professional leadership, advice or guidance for teachers of English to promote excellent learning that achieves high outcomes
- b) Lead and monitor the quality of learning and teaching in the Department to ensure learning is of a consistently high standard
- c) Provide relevant and appropriate challenge and support

2. Principal Teaching Responsibilities

- a) Lead and monitor learning within the Department to ensure adaptive teaching and a differentiated approach to enhance the progress of each student
- b) Lead, implement and review the annual self-evaluation of the Department and contribute to external reviews of the department
- c) Keep fully abreast of all subject developments in English. Undertake appropriate advanced training to support this development role
- d) Monitor curriculum provision and development within the Department and line manage accordingly
- e) Convert school strategy through the production and monitoring of an annual Department Improvement Plan and contribute to the School Development Plan
- f) Create, monitor and review Schemes of Learning for the Department
- g) Lead, monitor and review the implementation of school policies within the Department
- h) Innovate and lead curriculum initiatives to improve learning, including reading, writing and oracy
- i) Ensure student attainment, progress and pace of learning are tracked. Ensure systems are in place for regularly reviewing tracking data. Use this data to enhance teaching and learning, and to set individual and class targets
- j) Ensure examination preparation and entries for students are accurate and within the school's deadlines
- k) Monitor and manage all Department contributions to written reviews, reports and references for students as appropriate
- l) Establish and maintain links with partner schools and develop partnerships with external organisations to enhance opportunities for students
- m) Ensure there is a full programme of enrichment within the curriculum and through extra-curricular activities (e.g. reading programmes, theatre visits, writing competitions)
- n) Using professional expertise, take a full and active role in whole department events to ensure high-quality delivery

3. Evaluation of Learning

- a) Carry out staff Appraisal Reviews and Appraisals in line with school or Trust policy
- b) Ensure teaching and learning is regularly reviewed via the school's QA procedures, including learning walks, book reviews and student voice
- c) Advise the member responsible for INSET on the training needs of those within the Department team
- d) Monitor and review the training programmes of teachers to ensure CPD is impactful and fit for purpose

4. Departmental Administration

- a) Monitor and review budgetary and resource management within the Department to ensure good practice and value for money
- b) Lead and develop a strong approach to Health and Safety within the Department, ensuring the wellbeing of staff and students is prioritised
- c) Manage the efficient use and presentation of Department areas so that they are engaging, relevant and conducive to learning
- d) In consultation with SLT, promote the Department internally and externally through the website, publications and school communications

5. Departmental Communication



- a) Attend and contribute to Heads of Department meetings to ensure effective flow of information
- b) Ensure effective communication within the Department and across the school
- c) Attend appropriate INSET training on new or developing courses where relevant
- d) Promote the highest professional standards by leading through example and maintaining high expectations
- e) Foster excellent student–teacher relationships through engaging teaching and clear behaviour expectations

6. Other

- a) Undertake any other task as may be reasonably requested by the Headteacher

In addition, the post holder will undertake any other miscellaneous duties deemed appropriate by the school.

Professional Development

- Maintain personal professional development to ensure knowledge and skills remain up to date
- Be a professional role model and promote the aims and values of the Trust

Safeguarding and Promoting the Welfare of Children and Young People

- Adhere to statutory guidance *Keeping Children Safe in Education* and follow all safeguarding policies and procedures at all times

Data Protection

- Comply with GDPR and the Data Protection Act 2018, and follow all information governance policies and procedures

Equality and Diversity

- Treat all individuals with dignity and respect
- Promote equality and diversity in line with the Trust's commitments

Health and Safety

- Take responsibility for personal health and safety and that of others
- Cooperate with the Trust to ensure compliance with health and safety policies and procedures