

HEAD OF ENGLISH: JOB DESCRIPTION

Post Title:		Head of English
Purpose:		<ul style="list-style-type: none"> To raise standards of student attainment and achievement within the curriculum area, and to monitor and support student progress, through innovative learning and teaching. To be accountable for student progress and development within the subject area. To develop and enhance the teaching practice of others. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in English, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school To be accountable for leading, managing and developing the English curriculum area. To effectively manage and deploy teaching/support staff, financial and physical resources within the area to support the designated curriculum portfolio.
Reporting to:		Headteacher
Responsible for:		Teaching staff delivering and supporting English
Liaising with:		Head/Deputy Head/Assistant Heads, other Subject Leaders, staff with cross-school responsibilities, support staff, governors, parents, primary schools, post-16 providers, and other external partners.
Working Time:		195 days per year. Full time
Salary/Grade:		MPR/UPR + TLR 1B
MAIN (CORE) DUTIES		
Operational/ Strategic Planning		<ul style="list-style-type: none"> To contribute to the four pillars of the school's Strategic Development Plan – Learning & Teaching, Stakeholders (Community and Primary), Reputation (Pastoral and Academic) and Funding. To lead on/contribute to Departmental Self-Evaluation To lead on/contribute to Departmental Improvement Plans To contribute to the overall School Improvement Plan To contribute to the Academy's vision to be "first choice, locally respected and nationally recognised" To support our mantra, 'Priory – where individuals learn to succeed' To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the curriculum area The day-to-day management, control and operation of course

		<p>provision within the curriculum area, including effective deployment of staff and physical resources.</p> <ul style="list-style-type: none"> • To actively monitor and follow up student progress • To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety. • To work with colleagues to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School. • To ensure that English development supports other whole school developments and initiatives. • In conjunction with relevant colleagues, to foster and oversee the application of ICT in English. • To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the curriculum area are in-line with national requirements and are updated where necessary through liaison with the School's Health and Safety Manager.
Curriculum Provision:		<ul style="list-style-type: none"> • To liaise with the Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Strategic Plan. • To be accountable for the development and delivery of all courses within the curriculum area.
Curriculum Development:		<ul style="list-style-type: none"> • To lead curriculum development for the whole curriculum area • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Examination Officer to maintain accreditation with the relevant examination and validating bodies. • To develop a English curriculum that is appropriate to the needs of all students.
Staffing Staff Development: Recruitment/ Deployment of Staff		<ul style="list-style-type: none"> • To work with the Professional Development Co-ordinator to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To undertake Performance Management Reviews and to act as reviewer for a group of staff within the designated area. • To continue own personal development as agreed, and engage actively in the performance management review process. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor to secure appropriate cover. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the school's ITT and GRTP programmes. • To be responsible for the day-to-day management of staff within the designated area and act as a positive role model.
Quality Assurance:		<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To establish the process of the setting of targets and to work

		<p>towards their achievement.</p> <ul style="list-style-type: none"> • To establish common standards of practice within the area and develop the effectiveness of teaching and learning styles. • To contribute to the School procedures for lesson observation. • To implement School quality procedures and to ensure adherence to those within the curriculum area. • To monitor and evaluate the curriculum area in line with agreed School procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To ensure that the area's quality procedures meet the requirements of Self Evaluation.
Management Information:		<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the management information system. • To make use of analysis and evaluate performance data provided. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To produce reports within the quality assurance cycle for the curriculum area. • To produce reports on examination performance, including the use of value-added data. • In conjunction with the relevant staff, to manage the area's collection of data. • To provide the Governing Body with relevant information relating to the curriculum area's performance and development.
Communications:		<ul style="list-style-type: none"> • To ensure that all members of the curriculum team are familiar with its aims and objectives. • To ensure effective communication/consultation as appropriate with the parents of students. • To liaise with partner Primary and Secondary schools, Further and Higher Education partners, Industry, Examination Boards, Awarding Bodies and other relevant external partners. • To represent the curriculum area's views and interests.
Marketing and Liaison:		<ul style="list-style-type: none"> • To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases. • To lead the development of effective subject links with partner schools, colleges and the community, eg by attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events. • To actively promote the development of effective subject links with external partners.
Management of Resources:		<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. • To work with relevant colleagues in order to ensure that the area's teaching commitments are effectively and efficiently time-

		tabled and roomed.
Pastoral System:		<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the area. • To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description. • To contribute to PSHE and enterprise education according to school policy. • To ensure the Behaviour Policy is implemented so that effective learning can take place.
Teaching:		<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Other Responsibilities:		
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p> <p>Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour 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 description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>		

March 2023