

## **JOB DESCRIPTION FOR HEAD OF ENGLISH**

### **KEY RESPONSIBILITIES**

- Implementation and quality assurance of KS4 raising attainment plan for English, including Y11 setting, interventions, tutor time, period 6 and tutoring.
- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
- To work across the department, delivering effective lessons and intervention to key groups of students, modelling outstanding teaching and learning within the department.
- Day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- Support in the use of data to drive improvement, line management and coaching effectively to identify students who are underachieving in the subject, and to create and implement effective plans to support those students where necessary.
- Analyse and interpret relevant national, local, and school data, as well as research and inspection evidence, to inform policies, practices, expectations, targets, and teaching methods.
- Monitoring the progress made in achieving DIP and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
- Promote and celebrate student and department success via newsletters, assemblies, displays and evaluative reports.
- To support Directors' of Learning on evaluation of tutoring programmes, intervention, teaching and learning and departmental action plans.
- To contribute to collaborative curriculum planning and teaching resources – develop high quality revision materials for lessons and intervention sessions.
- To actively promote equality of opportunity for staff and students.
- To contribute to marking and moderation of assessments and provide feedback on accuracy of marked student scripts.
- Raising student outcomes within the department by providing advice and support on a range of raising attainment strategies.
- Be accountable for the development and delivery of the subject throughout the academy.

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- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising relevant staff.
- To deliver high-quality CPD to staff within the department.

### **DUTIES AND RESPONSIBILITIES**

#### **Teaching and Learning**

- Deliver a curriculum ensuring clarity on intention, implementation, and impact.
- Ensure curriculum coverage, continuity, and progression in the subject for all students, including more able students, students with special educational needs and students with English as an additional language.
- Make sure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students.
- Use instructional coaching and TLAC strategies to drive improvement.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students.
- Ensure effective development of students' literacy, numeracy, and IT skills through the subject.
- Establish and implement clear policies and practices for assessing, recording, and reporting on student achievement, and for using this information to recognise achievement, set targets, and secure good progress.
- Set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching.
- Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching.
- Ensure effective development of students' individual and collaborative study skills.
- Work with staff to establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress, and targets.

## **Leadership and Management**

- Monitor and evaluate the curriculum area/department in line with agreed academy procedures including evaluation against quality standards and performance criteria.
- Assist with the selection and recruitment of new teaching staff.
- Hold clear line management meetings and maintain all agendas and minutes.
- Help staff to achieve constructive working relationships with students and parents.
- Establish clear expectations and constructive working relationships among staff involved with the subject, including through teamwork and mutual support; devolving responsibilities and delegating tasks, as appropriate.
- Sustain your own motivation and, where possible, that of other staff involved in the subject.
- Appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s).
- Audit training needs of subject staff.
- Plan and deliver trips and visits for students associated with the English Department or curriculum.
- Lead professional development of subject staff through example and support, and co-ordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise as necessary; for example, higher education, local authority, subject associations.
- Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed.
- Enable teachers to achieve expertise in their subject teaching.
- Work with the SENCO and any other staff with special educational needs expertise, to make sure that education, health, and care plans are used to set subject-specific targets and match work well to students' needs.
- Provide an approachable, authoritative and visible presence in and around the department to provide support for staff, students, parents and the local community.
- Performing other duties determined in discussion with the Headteacher and Deputy Headteacher.

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## **General**

- Team-working and collaboration
- Participate in any relevant meetings and professional development opportunities that relate to the learners, curriculum or organisation of the school, including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the selection and professional development of other teachers and support staff, including the induction and assessment of new teachers, teachers serving induction periods and, where appropriate, threshold assessments.
- Ensure that colleagues are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.

## **Wider professional responsibilities**

- Work with others to develop effective professional relationships.
- Communicate effectively with parents/carers with regard to students' achievements and wellbeing using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.
- Administration
- Register the attendance of and supervise learners before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of school policy.

## **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and wellbeing, refining your approaches where necessary and responding to advice from colleagues.

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- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

### **Other**

- To have professional regard for the ethos, policies and practices of The Swanage School, and maintain high standards in your own attendance and punctuality.
- To pro-actively work with the community, drawing on local resources and expertise to further enhance the learning experiences of the students.
- Perform any reasonable duties as requested by the Headteacher.

## PERSON SPECIFICATION FOR SUBJECT TEACHER

### Essential

- Qualified Teacher Status
- Degree in subject specialism, or related subject
- A track record of achievement as an excellent classroom teacher, achieving the 'teachers' standards'
- Appropriate experience of the age range
- Understanding the challenges that exist in areas of deprivation, with high levels of SEN & Pupil Premium students

### Able to:

- Implement strategies for raising achievement and achieving excellence for students, in particular disadvantaged students
- Use appropriate models and principles of effective learning and assessment for learning
- Ensure high standards of behaviour and attendance
- Be strategic in ensuring inclusion, diversity, and access
- Use performance data effectively to ascertain areas for improvement
- Implement strategies for developing effective teachers to ensure the entitlement of all students to effective teaching and learning
- Implement strategies for raising achievement and achieving excellence for students, in particular disadvantaged students
- Apply principles and strategies of school improvement
- Plan and manage projects for implementing change
- Apply good practice in performance management
- Manage equitably staff and resources
- Think creatively to anticipate and solve problems
- Manage the school efficiently and effectively on a day-to-day basis

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### **Desirable**

- Evidence of recent and relevant continuing professional development and study and training
- Experience of teaching a second subject
- Experience of personal involvement in extra-curricular activities
- Ability to anticipate problems and identify opportunities
- A willingness and ability to set and rise to challenges