



## Head of English Job Description

### The Post

The post holder must

- \* have an outstanding knowledge and understanding of English;
- \* be able to demonstrate excellent classroom practice for learning and teaching;
- \* be an enthusiastic and innovative teacher with a genuine love of the subject, who can motivate and inspire students using a wide range of teaching strategies;
- \* be expected to teach throughout the School, up to and including AS and A2, and be able to stretch the very brightest students in Year 13;
- \* be able to work as a member of a team and to contribute to the further development of the department;
- \* be committed to his/her own professional development, and in particular to the use of ICT as a tool for teaching and learning;
- \* ambitious, energetic, enthusiastic and able to plan independently and collaboratively for the further development of the department and the School;
- \* empathetic to the ethos of the School;

### Key Tasks

- \* To oversee and be responsible for the English curriculum area, promoting high expectations and securing high standards of teaching and learning. To lead the strategic direction and development of the subject area.
- \* Responsibility for results in KS3, 4 and 5.
- \* To act as a role model, for staff and students.
- \* To monitor and evaluate the effectiveness of the work of the department and the delivery of the curriculum. To present an annual written review to the Headmaster of public examination performance, successes and developments in the curriculum area. This should include the setting of targets for future departmental performance. Evidence should be based upon secure understanding following the school monitoring schedule to include: the performance management process; lesson observation; scrutiny of pupils' work; scrutiny of standards of marking and assessment; and the analysis of examination results and other indicators of pupil progress.
- \* To be responsible for updating annually those aspects of the Departmental Handbook that relate specifically to curriculum and academic English, including the application of whole-school policies to the subject area.
- \* To prepare and implement the English Scheme of Work throughout the school ensuring it is appropriate to the needs of all pupils, including SEN and More Able, Pupil Premium, Gifted and Talented provision, the use of ICT and opportunities for independent learning.

- \* Supporting members of the department to promote positive behaviour in lessons and deal appropriately with any disciplinary matters.
- \* To prepare and implement an annual Department Development Plan in line with the School Improvement Plan and individual subject review.
- \* To lead regular departmental meetings with minutes kept. To encourage regular departmental discussion and the introduction of new ideas and techniques. Co-ordinating the work of the department, delegating responsibilities as appropriate.
- \* To monitor the progress of all pupils through the assessment and marking of coursework, tests and examinations. This includes the co-ordination of the setting of all internal examinations in the subject area. To undertake swift intervention to counteract any signs of pupil underperformance.
- \* To ensure that there is a quality display of pupils' work in the teaching rooms and corridor display boards, which is updated on a regular basis.
- \* To ensure high quality of performance management: setting challenging objectives that reflect school, departmental and personal needs and aspirations; praising good performance; supporting the development of performance and challenging poor performance; and supporting staff training and continuous professional development. To delegate appropriate tasks to other members of the department to support their own professional development.
- \* To ensure that the department is adequately resourced with books, equipment and materials and control of new and old stock.
- \* Management of that element of the departmental budget.
- \* To assist with the appointment of staff and ensure that staff and students working within the department receive help or advice as necessary.
- \* To be responsible for Health and Safety, in liaison with the senior leadership team. The Headmaster delegates to the Subject Leader responsibility for carrying out appropriate risk assessments.
- \* In the event of an unforeseen absence by a colleague, to ensure that appropriate work is set (including homework) and, if the absence is prolonged, that work is assessed.
- \* To liaise with the senior leadership team, Governors and parents as required.
- \* To liaise with the Librarian over the issue and return of English Department book stock, and to advise the Librarian about the purchase of appropriate teenage fiction for the library.
- \* Other reasonable tasks