



JOB DESCRIPTION

NAME:

POST: **Head of English**

GRADE: **Mainscale/Upper Pay Scale, plus TLR 1.2**

Relationships

The post holder is accountable to the Senior Leadership Team in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

Purpose

The Head of English role is critical to the ensuring the strategic development of the academy in developing into a centre of educational excellence. The post holder will ensure that teaching staff have high expectations, contribute to creative and expansive schemes of work and deliver high quality teaching and learning opportunities to students of all abilities, thereby improving student outcomes in all key stages across the subject.

Main duties & responsibilities

To carry out effectively the duties of a teacher and school leader as set out in the current School Teachers Pay and Conditions document and to meet the standards expected of a qualified teacher.

The Head of English would be expected to carry out the following duties and to recognise that the list is only indicative and that there might be other, similar duties which might be required to carry out.

- To provide high quality leadership as the Head of Department and act as a lead practitioner in all aspects of the role.
- To line manage department teachers, working with them to improve outcomes by delegating relevant tasks, providing consistent support and challenge and professional accountability for their work.

- To ensure the consistent delivery of high-quality teaching and learning across the curriculum area.
- To improve standards of attainment, achievement, and progress in the subject at all key stages.
- To develop, monitor, evaluate and review engaging, relevant and innovative schemes of work in each year group, which will enable students of all abilities to make excellent progress and achieve the best possible outcomes.
- To promote high levels of academic performance and teaching pedagogy that enables students of all abilities to achieve excellent standards both in class and independently.
- To ensure robust and effective assessment takes place across the curriculum area which accurately reflects student progress and clearly informs students how to make further progress in their learning.
- To ensure that marking and teacher assessments are completed regularly and according to agreed academy deadlines and policies.
- To ensure standards of student behaviour and their attitudes to learning in the curriculum area are consistently excellent and in line with the academy vision.
- To analyse a wide range of internal and nationally benchmarked data sets in order to contribute to strategic target setting, develop a range of intervention programmes and track and monitor student performance (exam results; internal assessments; CATS etc...).
- To identify possible student underperformance at the earliest opportunity and ensure that action is taken in order to minimise the risk of students falling behind.
- To develop a range of strategies in order to improve the performance of student sub-groups as determined by a range of internal and national data sets.
- To ensure that curriculum area staff provide suitable opportunities for students to engage in enrichment activities as part of the extra-curricular offer that reflects the ethos of the academy.
- To ensure that students are offered opportunities to work collaboratively and to display and take pride in their work.
- To strategically plan, monitor and evaluate the work of the staff of the curriculum areas across the academic year, ensuring that all teaching consistently meets the needs of all students.
- To promote parental engagement in the work of the curriculum area and provide a range of opportunities for parents to be involved in supporting their child's learning.
- To promote ICT, literacy and numeracy skills across the curriculum area.
- To contribute to the development of SMSC wherever possible through the work of the curriculum area, ensuring that students link their learning to the real world and therefore have the chance to engage in relevant activities that prepare them for life in modern Britain.

Accountability:

- To improve student progress in the curriculum area.
- To meet on a regular scheduled basis with the allocated Vice Principal to report on progress and standards within the curriculum area, including (but not limited to) the following: standards of attainment, achievement and progress by group and year; staff absence and performance; student behaviour; student rewards; enrichment activities and other curriculum area highlights and particular needs.
- To ensure value for money is achieved when allocating the curriculum area budget, linking strategic aims to financial resource.
- To ensure the best use of allocated INSET and curriculum area time to improve teaching and learning by linking it with the strategic needs of the academy.
- To be responsible for the self-review cycle of the curriculum area by writing the curriculum area improvement plan and other self-evaluation documentation as required by the role.

Strategic direction and development:

- To be a collaborative, strategic and supportive member of the middle leadership team, playing an important role in the progress of the academy in its development as an innovative, high performing, and emotionally intelligent learning community that has 'every student has the right to learn, grow and achieve' at the heart of everything it does.
- To contribute to the development and consistent implementation of Academy policies and practices that promote high achievement, attainment and inclusion through effective teaching and learning.
- To play a key role in creating an environment within which students and staff develop and maintain positive attitudes towards each other, their environment, their community and their teaching and learning experiences.
- To provide a regular and wide range of opportunities for staff within the curriculum area to work collaboratively, develop independence and grow in confidence in preparation for career progression.
- To work with the relevant Vice Principal in order to allocate appropriate duties and responsibilities amongst the curriculum area staff according to workload, experience, interest and pay level.
- To keep the Vice Principal, senior staff and other relevant colleagues advised as appropriate concerning the provision of resources or concerns about the working environment.
- To co-ordinate the work of the curriculum area staff team, holding regular meetings according to agreed schedules with agendas and minutes circulated and to promote collaborative working across the curriculum area.
- To use national, local and academy data effectively to monitor, evaluate and analyse student progress; planning and implementing effective intervention to support all

students to achieve highly, to develop self-esteem and to inform academy policies and practices, expectation and teaching methodologies.

- To contribute to the Academy Raising Achievement Plan and the annual cycle of related documentation as required by the Senior Leadership Team.
- To communicate clearly and effectively with all stakeholders including parents and carers, members of the Academy Advisory Committee, feeder schools, secondary schools and colleges, business and community partners, and the wider community as appropriate, all in line with the academy's strategic objectives.
- To work in partnership with other academies within and beyond our Trust, other relevant schools and agencies in order to learn more about the ways that other institutions are successfully effecting change and transformation.

Career and professional expertise development:

- To pursue personal and professional development opportunities to meet the changing demands of the role.
- To engage in cross-academy events and strategies in order to foster greater awareness of whole school strategic planning.

General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

Signed: **Date:**
Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines.
This post is exempt from the Rehabilitation of Offenders Act 1974.**