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# Head of English

**Name:**

**Title of Post:** Head of English

**Salary:** Pay Spine + TLR 1b

**Responsible to:** Deputy Headteacher (Curriculum)

**Responsible for:** Departmental Staff

## **Post Concept**

To be responsible for raising standards of student attainment and achievement within the curriculum area in line with national and school policies/priorities. This will include leading, developing and managing the quality of Teaching and Learning; monitoring and supporting student progress to raise standards in the quality of learning and making strategic evaluations of teaching, learning, personnel, finance and premises issues in the curriculum area of English.

## **Main Duties and Responsibilities**

1. To implement the aims and objectives of the school.
2. To undertake such duties and administrative tasks as may be reasonably directed by the Headteacher, including an active contribution to the organisation and development of the school.
3. To participate in and contribute to appropriate INSET and to so encourage members of the department.
4. To assume a reasonable proportion of the corporate responsibility for the behaviour, supervision and safety of pupils whilst on school premises and/or on official out of school activities.
5. To contribute to broader aspects of school life as opportunity and situations make relevant.
6. To act as Form Tutor with the associated responsibilities of such posts – as directed by the Headteacher.



### Teaching and Learning

1. Setting and maintaining consistently outstanding standards of teaching and learning across the age and ability range. Organising and directing the teaching of English within the school.
2. To contribute to the teaching of English within the school and such other subjects as may reasonably be directed by the Headteacher.
3. Ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Head Teacher.
4. Reviewing, developing and refining schemes of work in line with the KS3 Programme of Study and appropriate GCSE specifications.
5. Leading, reviewing and developing all Department policies and strategies in line with the strategic aims of the school.
6. Leading curriculum development for the whole department.
7. Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the subject area in particular.
8. Developing and co-ordinating English links with other schools.
9. Taking a leading role in promoting English learning through out of hours activities.
10. Managing and developing high quality teaching resources to match the needs of the curriculum and the different abilities of learners.
11. Ensuring English financial budgets are spent appropriately, to maximise the use to which such budgets are put in terms of teaching and learning, and the appropriate use made of the resources.
12. Developing and enhancing the teaching practice of others and ensuring high common standards by implementing school self-evaluation procedures within the department to monitor, evaluate and improve the quality of teaching.
13. Ensuring a high quality learning environment within the English Department by managing and improving:
  - The fabric of the classrooms within the department area.



- Displays and exhibitions of pupils' work including references to National Curriculum levels re: GCSE grades on display work.
  - Classroom behaviour by ensuring that department policies on sanctions are consistent with the agreed school Positive Behaviour Policy and its systems.
14. Assisting in the school Appraisal process by being responsible for the line management of teachers allocated teaching time within English for the purpose of ensuring the continued delivery of high-quality teaching and learning.
15. Liaising with Senior Managers to support teachers within the Department by identifying their professional development needs that will enhance teaching and learning and support of trainee teachers.

#### Recording, Reporting and Assessment

1. Being accountable for student progress and development within English by leading, developing and enhancing all assessment arrangements within the department in line with school policy.
2. To ensure that administration and procedures relating to external examinations are completed efficiently for the subject; to select appropriate public examinations that maximise success and to monitor and explain subject performance when required.
3. To ensure that internal examinations are set and marked in the subject and they are of appropriate standards and that administrative and professional responsibilities relating to school examinations are completed e.g. completing pupil records, reports to parents etc.
4. Ensuring high common standards in the setting of homework, the marking of work and in examination preparation.
5. Being accountable for leading, developing, co-ordinating and monitoring strategies to raise pupil achievement, in line with the school's Assessment for Learning Targets, making best use of assessment information to ensure that individual needs are being met.
6. To ensure that administration and procedures relating to external examinations are completed efficiently for the subject; to select appropriate public examinations that maximise success and to monitor and explain subject performance when required.
7. Reviewing long term and short term planning to ensure coverage, provision of a range of learning experiences, continuity and progression for all pupils from one year to the next, and between Key Stages, in line with the school's 'Assessment for



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Learning' targets, making best use of assessment information to ensure that individual needs are being met.

8. Ensuring that appropriate intervention is provided for student falling short of their targets. Ensuring continuity and progression, from one year to the next, for all pupils in English.
9. Ensuring that Department reports on students are completed to a high professional standard, by the appropriate deadline dates and are consistent with the school's reporting arrangements.
10. To ensure that assessment information is shared at departmental meetings and make recommendation for further action to support student progress.

### Leadership

1. Establishing good relationships, encouraging and celebrating good working practices, supporting and leading departmental staff.
2. Being accountable for leading, managing and developing the curriculum area.
3. Effectively managing and deploying all staff, financial and physical resources within the department to maximise support for the English Department.
4. To guide, advise and actively support other members of the department in their management of student behaviour within their classroom.
5. To take all necessary steps to ensure that the school's health and safety policy is effectively implemented. To ensure that all members of the English department are fully aware of their individual responsibilities. To conduct regular monitoring checks to ensure that policy is enacted in practice.
6. Supporting and maintaining the aims, ethos and core values of the school and their practical expression through agreed policies.
7. Being responsible for the production of a succinct, focussed annual Department Improvement Plan, in line with agreed whole school priorities and department SEF.
8. Monitoring progress against the targets and ensuring appropriate action plans are in place where issues are identified.
9. Updating the Senior Leadership Link on the progress of the Department Improvement Plan and its associated targets.



10. Planning and organising meetings on a regular basis in line with published school calendar.
11. Leading, supporting and motivating support staff working within the Department.
12. Liaising with Governors, when appropriate, to facilitate their overview of the leadership and management of the school.
13. Supporting and contributing to the school's significant work with its valued partners including educational charities, primary and secondary schools.

#### Standards and Quality Assurance

1. Ensure that the department's quality procedures meet the requirements of the school's self-evaluation strategy and the Improvement Plan.
2. Attending and participating in open/parent evenings. To contribute to major school events in an appropriate fashion.
3. Attending team and staff meetings within and beyond the school that are relevant to the post, with respect to meetings in school to represent views relevant to the subject.
4. Other duties as reasonably requested by the Headteacher.

#### Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the School's published Time Budget Policy and have regard to a Teacher's Conditions of Employment.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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