



Deputy Head of English

Name:

Job Title/Post: Deputy Head of English

Salary: Pay Spine + TLR 2b

Immediately Responsible to: Head of English, Deputy Head i.c. Curriculum and ultimately Head Teacher

Immediately Responsible for: All staff involved in teaching and all ancillary staff involved in supporting the work of the department

Job Purpose

To support the Head of English in raising standards of student attainment and achievement within the curriculum area in line with national and school policies/priorities. This will include joint responsibility for 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.

In relation to the curriculum intent, implementation and impact, this role will focus on either Key Stage Three or Key Stage Four.

General Responsibilities

1. To make a significant contribution to the strategic leadership and day-to-day management of the English Department by supporting the HoD.
2. To contribute, under the leadership of the HoD, to designing, developing and monitoring the curriculum intent, design, implementation and impact in English, including supporting effective sequencing across the curriculum, with a focus on one Key Stage.

Teaching and Learning

1. Organising and directing the teaching of English within the school in the absence of the Head of English, jointly with the other Deputy HOD.
2. To work under the direction of the HoD and in liaison with the other DHOD to ensure that curriculum provision in the relevant Key Stage is broad, balanced and relevant, including coverage of the national curriculum, links to Key Stage Two and Key Stage Five, appropriate sequencing and departmental priorities.
Work done in this area to include:
 - Co-ordinating the reviewing, development and refinement of schemes of work, under the direction of the HOD



- Conducting staff and student voice once annually to ensure continuous monitoring and improvement.
- 3. To assist the HoD with reviewing and developing all department policies and strategies in line with the strategic aims of the school.
- 4. To develop and enhance Teaching and Learning across the team by contribution to the monitoring and evaluation programme, leading relevant CPD and liaising as appropriate with other organisations.
- 5. 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.
- 6. Contributing to the departmental provision for trainee teachers and NQTs by taking an occasional mentoring role.
- 7. Supporting the Literacy Co-Ordinator (AHT) to promote the development of literacy across the curriculum.

Recording, Reporting and Assessment

1. Co-ordinating the departmental monitoring of student progress across the relevant key stage.
2. Assisting with reviewing long term and short-term planning, and setting arrangements, to ensure coverage, provision of a range of learning experiences, continuity and progression for all pupils from one year to the next.
3. Ensuring that appropriate intervention is provided for students who are falling short of their targets.

Leadership

1. Establishing good relationships, encouraging and celebrating good working practices, supporting and leading departmental staff and assisting them with the maintenance of standards of behaviour.
2. Assisting with leading, managing and developing the curriculum area.

Standards and Quality Assurance

1. Assisting with the department's quality assurance procedures to meet the requirements of the school's self-evaluation strategy and the Improvement Plan.
2. Other duties as reasonably requested by the Head Teacher.