

Head of English

TLR 1.1 – Head of English

Job details

Salary: TLR 1.1

Contract type: Permanent

Reporting to: Assistant Headteacher – Raising Standards

Responsible for: Leading English, including the oversight of curriculum, colleagues and pedagogy in the department

The Head of Department provides a clear vision for English, translating the school's ethos and aims into practice and promoting the best possible progress for all students through excellent teaching and learning. The Head of Department sets high expectations for standards of work and behaviour, and leads the department by example as an outstanding classroom practitioner.

Through support, monitoring and evaluation of practice, the Head of Department fosters a climate in which teachers and students feel valued, confident, and able to perform at their best. The role supports the Senior Leadership Team and is instrumental in driving school improvement and securing strong outcomes in English.

Main purpose

A core Head of Department plays a key role in supporting the implementation of the school's vision and maintaining high expectations across the school community.

Colleagues with a teaching and learning responsibility will:

- Fulfil the professional responsibilities of a teacher
- Take responsibility for the day-to-day management and organisation of their area
- Share the school's vision with their team
- Contribute to the aims and objectives of the school
- Implement policies to achieve these aims within their area
- Manage resources effectively
- Monitor and report on progress within their subject

A full time teacher has an allocation of 90% contact time. This TLR/ role provides 5 lessons of leadership and management time per week.

Specific duties and areas of responsibility

Head of Department for English

- . Lead the department and be accountable for sustaining or improving the quality of teaching and learning across all year groups
- . Lead, develop and monitor student progress in English, including effective use of assessment and data
- . Promote a culture of reading, writing and oracy across the school
- . Lead by example with the highest professional standards, including excellent classroom practice and behaviour management
- . Demonstrate best practice in English teaching, including literature and language
- . Ensure high standards of subject knowledge, including current curriculum and examination requirements
- . Lead curriculum development, including schemes of work, text choices and assessment strategies
- . Identify areas to broaden the curriculum and raise attainment, particularly in reading and writing outcomes
- . Improve standards in English across the school, including impact beyond own classroom
- . Provide strategic and operational leadership within English
- . Line manage departmental staff, providing feedback, coaching and support
- . Support the professional development of teachers, including ITTs and ECTs
- . Lead moderation, standardisation and assessment practices
- . Be the voice of the department within the school, representing staff perspectives and addressing issues
- . Contribute to recruitment and retention of staff
- . Deploy departmental resources effectively
- . Lead on literacy development across the curriculum where appropriate
- . Support colleagues in responding to behaviour incidents
- . Promote high expectations of attendance and engagement

General duties and areas of responsibility

Teaching

- Plan and deliver well-structured lessons in line with the English curriculum and schemes of work
- Assess, monitor and report on student progress effectively
- Adapt teaching to meet the needs of all learners
- Set high expectations to motivate and challenge pupils
- Promote strong progress and outcomes
- Demonstrate secure subject and curriculum knowledge
- Prepare students for external examinations (e.g. GCSE English Language and Literature)

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in rare and unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in training and development to improve quality of teaching and ability to complete the role to a high standard
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

All colleagues will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.