



Head of Department – English

Job description and person specification

Salary: MPS / UPS & TLR for the right candidate
Reporting to: Senior Leadership Team
Location: Putteridge High School, Luton

PURPOSE OF POST:

The purpose of the post of Head of Department is to facilitate and encourage learning within their subject specialism which enables pupils to achieve the highest possible standards: to share and support the corporate responsibility for the well-being, education and discipline of all pupils.

They will create and implement, with the Assistant Headteacher, a strategic plan for the development and expansion of their subject specialism to drive improvement across the school in standards, achievement and attainment.

SUBJECT TEAM LEADER OVERALL RESPONSIBILITIES:

1. Strategic direction and development of the subject / area

Develop innovative subject or curriculum area policies, plans targets and practices within the context of the school's aims, plans and policies.

2. Teaching and Learning

Secure and sustain effective teaching and assessment of the subject / area, evaluate the quality of teaching and learning, the achievement of all pupils and set targets for improvement.

3. Leading and managing staff

Provide for all those involved in teaching or supporting the subject, the guidance, challenge, information and development necessary to sustain motivation and secure improvement in the quality of teaching and learning.

Manage all allocated teaching and support staff including assisting with recruitment, managing performance and meeting agreed targets.

Create effective teams by inspiring and motivating staff and pupils.

Be a positive role model for other staff and pupils by taking responsibility for the continuous improvement of the team within the context of the school.

4. Efficient and effective deployment of staff and resources

Identify appropriate resources for the subject / area and ensure that they are used efficiently, effectively and safely.

5. Strengthening Community

Work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all pupils.

KEY PURPOSES OF SUBJECT SPECIALISM ARE AS FOLLOWS:

- To maximise the enjoyment, engagement and outcomes of young people in English.
- To develop and monitor English staff to maximise the effectiveness of teaching and learning.
- To provide a lead for English development across all age ranges, including liaison with Primary and post-16 partners.
- To provide an appropriate curriculum for all pupils to study English, and to encourage and develop enrichment activities.
- To lead on effective care, guidance and support for pupils and parents within the context of English.

KEY STRATEGIC AREAS OF RESPONSIBILITY FOR SUBJECT SPECIALISM:

- Leading and managing the learning and teaching of the subject both within the school and, increasingly across our local community.
- Developing and working with other staff within and beyond the department, and securing the accountability of these staff.
- Managing the organisation in terms of appropriate curriculum and learning provision.
- Contributing to the implementation of a coherent strategic plan for pupil care, guidance and support within the context of the subject learning.

PROFESSIONAL DUTIES AND RESPONSIBILITIES FOR SUBJECT SPECIALISM:

- To lead and manage the subject team.
- To be an exemplary role model in the teaching of the subject.
- To ensure continued innovation in the teaching of the subject.
- To ensure that a range of extra-curricular enrichment in the subject is provided.
- To encourage the use of ICT in all appropriate areas of the subject learning.
- To ensure that gifted students are identified and that excellence is promoted and celebrated.
- To co-ordinate the professional development of all the subject staff.
- To oversee all out of hours subject related learning and manage the strategic plan for wider learning.

- To provide advice and support to local primary schools.
- To maintain and extend existing partnerships and initiate new partnerships with key providers.
- To promote research into the subject learning.
- To represent the school as appropriate and attend agreed conferences, meetings and courses.
- The completion of such other duties or developmental work that may from time to time be required.

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 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.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.
- All teaching staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

The Chiltern Learning Trust is committed to its schools working in wider partnership which will promote wellbeing outcomes for young people.

All personnel may be required to work across schools within the Trust by agreement with the Head Teacher.

Safeguarding Children

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'

Person Specification: Head of Department – English

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of making a positive impact on pupil performance at all levels.	1, 2	Working with children with English as an Additional Language. The recruitment of staff.	1, 2
	Demonstrable experience of using performance management and performance data to inform target setting, planning and policy.	1, 2		1, 2
	Some experience of leading and managing the work of others.	1, 2		
Skills / Abilities	Ability to communicate with a variety of stakeholders (e.g. colleagues, parents, the community, external agencies).	1, 2	Whole school self evaluation. Ability to lead on a whole school project or initiative.	1, 2
	Ability to form and maintain appropriate relationships and person boundaries with children and young people.	1, 2		1, 2
	Ability to lead, coach and mentor others, persuading and influencing those resistant to the management of change.	1, 2		
	Ability to use new technologies to support both the curriculum and work organisation.	1, 2		
	Ability to work as part of, and contribute to, a whole-school multi-disciplinary team.	1, 2		
	Ability to monitor and evaluate teaching, learning and school policy.	1, 2, 5		
	Ability to identify the necessary resources which ensure high quality teaching and learning.	1, 2		

	<p>Ability to assess the needs of individuals to inform the targeting of individual needs.</p> <p>Ability to deliver consistently high quality lessons, evaluate the impact of these and develop future planning accordingly.</p>	<p>5</p> <p>1, 2</p>		
Equality Issues	<p>Demonstrable commitment to inclusive teaching and learning.</p> <p>Awareness of the effects of discrimination on pupils, parents, colleagues and policy.</p>	<p>2, 5</p> <p>1, 2</p>		
Specialist Knowledge	Subject / Key Stage curriculum knowledge.	1, 2, 5		
Education and Training	<p>Qualified Teacher Status.</p> <p>A good degree in relevant subject area.</p> <p>Evidence of on-going continuing professional development.</p>	<p>4</p> <p>1, 2</p> <p>1, 2</p>	Training in personnel issues and procedures, and in the accredited safe recruitment modules.	1, 2
Other Requirements	Demonstrate responsibility for promoting and safeguarding the welfare of children and young persons.	1, 2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

The Job-holder will ensure that the school's policies are reflected in all aspects of his / her work, in particular those relating to:

- (i) Equal Opportunities.
- (ii) Health and Safety.
- (iii) Data Protection Act (1984 & 1998).
- (iv) Code of Conduct.