

**Batley Multi Academy Trust - Job Description**

<b>Trust/School Post:</b>	<b>Upper Batley High School</b>
<b>Department:</b>	<b>English</b>
<b>Post:</b>	<b>Head of English</b>
<b>Grade:</b>	<b>MPS/UPR (plus TLR1a)</b>
<b>Accountable to:</b>	<b>Assistant Headteacher</b>
<b>Responsible for:</b>	<b>English Department</b>
<b>Purpose of Job</b>	
To effectively lead the English department, be learner centered and a collaborative practitioner teaching across the ability range.	
<b>Responsibilities</b>	
<p><b>Under the direction of the Headteacher and SLT:</b></p> <ul style="list-style-type: none"> <li>● Lead and line manage all colleagues in the English department.</li> <li>● Lead on performance development and quality assurance measures, being accountable for outcomes for the department.</li> <li>● Monitor the quality of teachers' work within the English department and liaise effectively with other responsibility holders.</li> <li>● Support colleagues with subject specific training and development to improve quality of teaching and raising standards across all subjects within the English department.</li> <li>● Review the curriculum offer and adapt according to current and future needs.</li> <li>● Plan, develop, monitor and evaluate the curriculum to meet school objectives.</li> <li>● Produce Schemes of Learning for English which set out objectives, state content and define the concepts, skills and techniques to be taught and developed.</li> <li>● Line manage all colleagues in the English department.</li> <li>● Awareness of the latest curriculum developments in English; including attendance at relevant meetings, reading publications etc. and to advise the Senior Leadership Team as to the value of their implementation.</li> <li>● Ensure the department has a clear understanding of curriculum Intent, Implementation and Impact for English.</li> </ul>	

- Follow policy and formulate procedures for assessing learners' work and attainment, maintaining accurate records to track and monitor progress and attainment developing interventions where necessary.
- Promote assessment for learning.
- Liaise with the Exams Officer in relation to entry procedures.
- Communicate information regarding examination entry to candidates.
- Analyse examination results and other forms of accreditation and oversee all moderation procedures regarding the English courses.
- Provide a lead in methodology and provide information on up-to-date curriculum matters contributing to whole school CPD.
- Provide work where necessary in the absence of English department colleagues and oversee the work of cover staff.
- Assist in the recruitment and appointment of staff within the team.
- Provide an induction programme for newly appointed colleagues.
- Ensure ECT and ITT colleagues receive the appropriate level of support and monitoring.
- Establish appropriately high levels of expectation and good standards of behaviour and achievement including careful presentation of work and the care of books and equipment.
- Monitor the production of learners' progress reports and profiles in accordance with published due dates.
- Promote teaching and learning styles which stimulate learner interest and involvement in learning.
- Ensure the appropriate differentiation of curriculum and variety of teaching materials to meet the needs of learners of all abilities and learning styles.
- Be aware of the Special Educational Needs of learners and to liaise with colleagues who have roles relating to Special Educational Needs, Disabilities and EAL support.
- Establish and maintain through forward planning appropriate resources for the English programmes of study.
- Ensure appropriate interventions, homework and extracurricular activities are in place to support learners' attainment and progress across the department.
- Effectively manage the English department's budget.
- Provide information for use in publications outside the school.
- Convene chair and ensure recording of curriculum area meetings and publish agenda and minutes for teachers, Headteacher and members of SLT, and governors/trustees when required.
- Ensure effective dialogue with parents and carers through individual interviews, progress reviews, parents' evenings and open evenings in accordance with school policy.
- Arrange attendance at appropriate external meetings.
- Provide information for external agencies and employees as appropriate.

### **Additional Information**

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A strong knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Create a culture that allows colleagues and learners to be open and honest about issues affecting them and put in place actions to support them. Ensure related policies are robust to provide the appropriate interventions and support.

**Batley Multi Academy Trust - Employee Specification**

<b>Post: Head of English</b>	<b>Grade: MPS/UPR (plus TLR1a)</b>
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills, Experience</b>	<b>Essential/ Desirable</b>	<b>Method of assessment</b>
Qualified Teacher Status.	Essential	Certificates
Educated to degree level in relevant subject.	Essential	Certificates
Experience of high quality teaching of English with a proven track record of high outcomes	Essential	Application Form/ Selection Process
In depth knowledge of the English specifications and curriculum.	Essential	Application Form/ Selection Process
Experience of controlled assessment moderation and standardisation.	Essential	Application Form/ Selection Process
Experience of effectively managing colleagues.	Essential	Application Form/ Selection Process
Experience of working successfully in a cross-curricular team.	Essential	Application Form/ Selection Process
Experience of monitoring and mentoring learners.	Essential	Application Form/ Selection Process
Experience of improving outcomes for learners.	Essential	Application Form/ Selection Process

<b>Performance Attributes</b> <i>Please note, all the following criteria are <b>essential</b></i>	<b>Method of assessment</b>
Ability to use IT for teaching and administrative purposes.	Application Form/ Selection Process

Ability to relate to and motivate learners.	Application Form/ Selection Process
Effectively communicates and exchanges orally or in writing a wide range of information to inform others, including colleagues, learners and parents/carers.	Application Form/ Selection Process
Reflects on performance and is committed to improving services.	Application Form/ Selection Process
Recognises the importance of continued professional development and identifies training needs for self and others.	Application Form/ Selection Process
Represents the school and Trust with integrity and professionalism.	Application Form/ Selection Process
Resilient and able to work under pressure.	Application Form/ Selection Process