

## English and Media Faculty

Welcome to the English and media faculty at Nobel. We are an enthusiastic and committed team dedicated to providing our students with a broad and balanced knowledge-rich curriculum. We believe that students deserve a varied and rigorous curriculum which is designed to prepare them, not only for future exams, but also for life beyond school. We aim to instil a love of literature, the English language and different media in our students to reflect our own enthusiasm!

In KS3, we aim to build upon students' primary school knowledge and skills by exploring a wide range of fiction, poetry, drama and non-fiction. By the end of Key Stage 3 students have a good understanding of a range of texts and are ready for the challenges of GCSE. In Years 10 and 11 students follow the AQA GCSE specification. Students complete GCSEs in English language and English literature. The school also offers GCSE film studies and is soon to introduce BTEC media. At Key Stage 5 we offer A levels in English literature and English language and literature. Sixth form students can also opt for A level film studies or an OCR extended certificate or diploma in media.

The faculty strongly believes that students can gain invaluable insights, enjoyment and engagement from learning opportunities outside of the classroom. We see these extra-curricular activities as an intrinsic part of developing our students, allowing them to reach their fullest potential. When conditions allow, these activities include our new English super-curriculum, meeting visiting poets and authors, poetry workshops, creative writing clubs, film club, competitive mock trials and theatre trips.

## Job Description

**Job Title:** Assistant Head of English

**Salary:** MPS/UPS TLR 2C £8,611 plus £1,500 relocation allowance

**Date:** September 2026

### Aim

To assist in providing professional leadership and management of a faculty; to assist in securing high quality teaching; effective use of resources; and improved standards of learning and achievement for all students

## Teaching and Student Learning

The Assistant Head of English will:

- Be able to teach across the range of age and abilities,
- Act as a role model and lead subject staff through own high-quality teaching,
- Set expectations and targets for staff and students in relation to standards of achievement and the quality of teaching including the use of faculty policies
- Contribute to the development, consistent implementation and improvement of Schemes of Work and Subject/Faculty/PSHE policies.
- Review teaching and learning, monitoring the progress of all students including those requiring additional support or challenge to ensure students are engaged in their learning and achieve success,
- Take responsibility for leading key curriculum areas.
- Ensure the effective and efficient deployment of classroom support.
- Ensure students are fully prepared for external examinations.

## Assessment and Self-Evaluation

The Assistant Head of English will:

- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement and to assist students in setting targets for further improvement,
- Use data effectively to identify students who are underachieving and, where necessary, create and implement an effective intervention plan.
- Assess and record each student's progress through observation, questioning, testing and marking.
- Make effective use of national, local and school data to set clear targets for students' achievement and to monitor progress.
- Meet tracking and reporting deadlines.
- Contribute to subject/faculty monitoring of student assessment and keep, SLT HOYs & Form tutors informed about student progress.
- Ensure effective assessment of students for external examinations, as required.

## Reporting and Communication

The Assistant Head of English will:

- Ensure familiarity with reporting requirements and prepare and present informative reports for parents.
- Communicate as appropriate with parents of students and external bodies concerned with student welfare.
- Take part in activities such as Parents' evenings, Review Days, Open Evenings, Faculty meetings, staff meetings and other meetings/events as required.

## Managing Staff and Own Performance

The Assistant Head of English will:

- Prioritise and manage their own time effectively,
- Take responsibility for their own professional development,
- Providing regular feedback for subject colleagues in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning,
- Ensure all subject staff understand and are actively implementing the key aspects of school and faculty policies,
- Maintaining subject and pedagogical knowledge through reading, CPD and research to inform their own practice.
- Demonstrating impact in teaching and on students' learning;
- Achieving their own challenging professional objectives.
- Taking an active part in curriculum leadership Team Meetings to share good practice and promote consistency.

## Managing Resources

The Assistant Head of English will:

- Support organising and co-ordinating the deployment of learning resources, including ICT, support staff and monitor their effectiveness.

## Strategic Leadership

The Assistant Head of English will:

- Contribute to the faculty development plan which contributes positively to the whole school development plan, and which actively involves all subject teachers in its design and execution,
- Contribute to the development of whole school strategic planning and policies, attendance at Middle Leadership Team meetings.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.

## Person Specification

### Aim and main purpose of the job

- To assist in providing professional leadership and management of a faculty; to assist in securing high quality teaching; effective use of resources; and improved standards of learning and achievement for all students

Knowledge and understanding	Essential	Desirable
Good awareness of current educational developments		✓
Clear understanding of current issues related to the subject	✓	
Ability to plan lessons effectively	✓	
An understanding and commitment to the ethos of the school	✓	
Evidence of high-level classroom skills	✓	
	✓	
Skills, Qualifications and Training		
Qualified Teacher Status	✓	
Courses of further study relevant to the post		✓
Qualification in the relevant subject	✓	
Evidence of active involvement in professional development		✓
Excellent organisational skills	✓	
Excellent ICT skills		✓
Clear evidence of leadership	✓	
Having some experience of an extra responsibility or TLR		✓
Personal Qualities/Ethics & Professionalism		
Excellent record of attendance	✓	
Ability to work well in a team	✓	
A sense of humour	✓	
Ability to think originally and creatively		✓
Positive attitude	✓	
Energetic and enthusiastic	✓	
Warmth and sensitivity		✓
Excellent rapport with students	✓	
Commitment to the School and the students we serve	✓	