

HEAD OF ENGLISH & MODERN FOREIGN LANGUAGES

Sir John Deane's Sixth Form College (Northwich)

NSP 1 – NSP 9 plus Responsibility Allowance (Res 8 – Res 11)

Depending on Qualifications and Experience

Job Description & Person Specification

Job Description

Reporting to

Deputy Principal (Curriculum and Quality)

Purpose of the Role

The Head of Department is in charge of an academic department, the composition of which may vary according to the business needs of the College and any review of academic 'fit'.

The Head oversees the implementation of strategic policies and work towards the advancement of teachers and support staff within the team, continually assessing the performance of the department and its members.

Success Measures

To contribute to targets in one or all subjects as agreed with the Deputy Principal:

1. Success rates for all subjects within the department
2. Student attendance and retention
3. Quality of Teaching, Learning and Assessment
4. Value added for all subjects within the department
5. Destinations and progression data for students
6. Student feedback

Main Responsibilities

1. Contribute to the College's strategic plan and lead its implementation within the department.

2. Inspire, motivate and performance manage individuals within the departmental team ensuring they make a positive contribution to the strategic plan and departmental quality improvement plan.
3. Ensure all aspects of teaching, learning and assessment (including SoW, lesson planning, sharing of best practice) are of the highest quality, sustain excellent student outcomes and support the development of innovative practices.
4. Undertake and lead key elements of the College's quality improvement framework including lesson observations and joint lesson observations, course review and evaluation, student focus groups and the departmental self-assessment report.
5. Use data in a constructive and informative manner in order to drive improvements and raise standards of student outcomes.
6. Embed a culture based upon support and advancement in order that students have a positive learning and social experience and progress to appropriate destinations, in part through the coaching and mentoring of teachers.
7. Manage the physical and financial resources of the department to ensure their efficient and effective deployment and in accordance with the College regulations for financial control.
8. Take an active role in the College Leadership Forum and contribute to setting the strategic direction of the College.
9. To be committed to continuous professional development and to maintain a love for one's own learning which involves training, sharing best practice, being outward looking and reading from a variety of sources.
10. Contribute to the College's school's liaison and employer and community partnership work to encourage recruitment from key high schools.
11. By acting as a role model, ensure that all departmental colleagues advance equality, diversity and inclusion and promote health and safety, data protection and safeguarding.

The post holder will be expected to undergo such training as may be reasonably required from time to time by the senior team, to participate in whole-College and departmental training events and briefing sessions as appropriate, and to use such equipment and technological aids as are made available to him/her to ensure the timely and accurate execution of his/her duties.

The post holder will also be expected to assist in ensuring the safety and wellbeing of students. The post-holder will be required to implement, in the execution of all tasks allocated to him/her, such health and safety procedures as are specified by college management, and to seek to achieve such service standards as may be reasonably laid down from time to time by college management.

Person Specification

	Desirable	Essential
Qualification		
A strong academic background at both level 2 and level 3 (eg GCSE / O Level and A level / BTEC respectively)		✓
A good degree qualification in the specific subject or related discipline		✓
PGCE/QTS or equivalent teaching qualification (<i>including School Direct training</i>)		✓
Leadership/management qualification eg NPQ	✓	
Experience		
Successful teaching experience at least at key stage 4 in the subject or related field, with a proven track record of either raising standards or maintaining high student performance levels as a teacher (and as a leader where appropriate)		✓
Leading initiatives in the capacity of teacher (and leader where appropriate) with a clear benefit on student outcomes.		✓
Experience in leading a team which is/was motivated, solution focused and effective	✓	
Knowledge, Skills and Attributes		
A strong work ethic, drive and desire to pursue academic excellence at all times from <u>both</u> students and from the department team		✓
A good and effective understanding of impactful teaching and learning		✓
A professional approach which fully reflects the College's core values of: <i>Curious, Caring and Responsible</i>		✓
An enthusiasm for self-improvement as both a teacher and a leader, embracing professional development		✓
Strong organisational, administrative and time management skills.		✓
A clear and strong communicator.		✓
An ability to both lead, nurture and motivate a team to pursue academic excellence.		✓
An ability to teach to a similar standard a second subject, in addition to the subject advertised.	✓	