BISHOP CHALLONER CATHOLIC COLLEGE

JOB DESCRIPTION

Post:	**Head of English**
Reports to:	**Assistant Principal**
Responsible to:	**The Governing Body**
Start Date:	**September 2026**

This appointment is with the Governors of the school under the terms of the Catholic Education Service contract signed with the Governors as employers. The Governors will appoint a skilled practitioner who, by personal example and professional leadership, will ensure that the English department thrives.

The appointment is subject to the current conditions of service for teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out their duties the Head of Department shall consult, where appropriate, the Governing body, the Diocese, the Local Authority, the staff of the school, the parents of its students and the parish served by the school.

This job description may be amended at any time, following consultation between the Head of Department and the Governing Body and will be reviewed regularly.

Key responsibilities

- To lead the English department.
- To provide a high-quality English education for all students, enabling our mission to fulfil the potential of all of our students to be lived out.
- To work with the Principal and the Senior Leadership Team to develop and evolve the English Department, ensuring the best opportunities for our pupils.
- Work towards, and support, the school vision outlined in the School Development Plan priorities.

In addition to the job description for a qualified teacher, as a subject leader, the person appointed will undertake the following duties and responsibilities:

Strategic direction and development of the subject

- Develop and ensure implementation of a whole-school policy for English in line with the aims and policies of the school.
- Use diocesan, national, local and school management data effectively, to monitor standards of achievement across the school in English.
- Produce improvement plans to develop English Education.
- Monitor progress against the improvement plan and use this information to identify future developments.
- To report to Governors where appropriate.
- To be involved in the extra-curricular life of the school.

Teaching and Learning responsibilities

- Follow the requirements of the examination boards.
- Ensure curriculum coverage, continuity and progression in English Education throughout the school.
- Ensure that teachers contribute to, and understand, the English curriculum intent.
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of all pupils.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with school policy.
- Support self-evaluation of the English department by monitoring teaching and learning through lesson visits and pupil outcomes.
- Evaluate the teaching of English in school and use this analysis to identify effective practice and areas for improvement, and to take action to improve the implementation of the curriculum.

Leading and Managing Staff

- Lead professional development for the English team through example and support.
- To ensure the behaviour policy is consistently implemented.
- Ensure Early Career Teachers, non-specialists and staff new to the department receive appropriate support.
- Work with specialist staff to ensure work is matched to pupils' needs, including those with additional needs.
- To make appropriate arrangements when staff are absent.
- Ensure that senior staff and governors are well informed about subject policies, plans and priorities.
- To lead the development of subject links with partner schools and community and to effectively promote open day/evenings and other events.

Accountability

- Communicate effectively, orally and in writing, to a range of audiences e.g. staff, students, parents and Governors, as required.
- Regularly review the progress of the department with senior staff.
- To appraise designated members of staff through school performance management procedures.
- Liaising with senior staff, establish resource requirements for the subject.
- Distribute subject resources to meet the objectives of the school in an effective and efficient way.
- Keep abreast of curriculum developments in English Education.
- Ensure the working environment is stimulating and safe.

Wider responsibilities

- Support the school's Catholic values and ethos by implementing policies, practices, and procedures.
- A commitment to safeguarding and promoting the welfare of children and young people.
- Must comply with all policies and procedures, specifically those relating to safeguarding, child protection, health, safety and security, equal opportunities, confidentiality, and data protection.
- Help create a vibrant school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop a school and department culture and ethos that is committed to achievement.
- To be active in issues of pupils' welfare and support.
- Covering lessons and providing other support as required.
- Be a Form Tutor where allocated/required.
- Establish and maintain positive working relationships with all stakeholders.
- Participate in meetings with stakeholders in line with the duties and responsibilities of the post.
- The Head of English should be committed to their own continuing professional development.
- Any other duties as commensurate within the grade and nature of the post, as directed, to ensure the smooth running of the school.

Review Date – April 2026

This job description sets out the main duties of the post at the date when it was drawn up; it does not provide an exhaustive list of duties. Duties may vary from time to time without changing the general character of the post or level of responsibility.

Review Date – April 2026