



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Head of English

Cottenham Village College

ROLE SPECIFICATION

Academy / Department	Cottenham Village College
Post title	Head of English
Responsible to	Assistant Principal
Full time Salary	MPS1-UPS3 (currently £33,235-£52,064 plus TLR2F (currently £8,610)
Pension	Teachers' Pension
Working Hours	Full-time
Line Management Responsibility	Yes

ROLE SUMMARY

To be accountable for leading, managing and developing the English department. Be accountable for raising standards of student attainment and achievement within English and to monitor and support student progress. Lead, train, support, and manage the other English colleagues. Ensure the provision of an effective, knowledge-rich curriculum in English.

MAIN DUTIES & RESPONSIBILITIES

Operational/Strategic Planning

- ★ ★ Lead the development of appropriate curriculum, resources, feedback policies, assessment and teaching and learning strategies in the department
- ★ ★ Day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources
- ★ ★ Assist in monitoring and following up student progress
- ★ ★ Implement school policies and procedures effectively
- ★ ★ Work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of scholars and to the aims, objectives and strategic plans of the school.
- ★ ★ Lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of scholars within the subject area, the school, SEF and Academy Development Plan and the aims and objectives of the school.
- ★ ★ Ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with statutory requirements and are updated where necessary, liaising with the site team and Operations Manager
- ★ ★ Be a member of the appropriate teams (such as Heads of Departments) and take a corporate responsibility for the leadership of the school.

Curriculum Provision

- ★ ★ Ensure the delivery of an appropriate, comprehensive, high quality and cost-effective knowledge-rich and knowledge-led curriculum programme that complements the academy improvement plan and school self-evaluation.
- ★ ★ Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain scholars' interests in these subjects and address misunderstandings and misconceptions
- ★ ★ Develop and constantly evaluate a knowledge rich English curriculum which meets the needs of scholars
- ★ ★ Keep up to date with national developments in the subject area and teaching practice and methodology
- ★ ★ Actively monitor and respond to curriculum development and initiatives at national, regional and local and school level

Adapt teaching to respond to the strengths and needs of all scholars

- ★ Know when and how to differentiate appropriately, using approaches which enable scholars to learn more effectively
- ★ Have a secure understanding of how a range of factors can inhibit scholars' ability to learn, and implement strategies to overcome these
- ★ Demonstrate an awareness of the physical, social and intellectual development of scholars, and know how to adapt teaching and learning to support scholars' education at different stages of development
- ★ Have a clear understanding of the needs of all scholars, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- ★ To plan for, direct and be responsible for the work of additional support personnel within the classroom to ensure that support impacts on the learning of scholars

Make accurate and productive use of assessment

- ★ Make accurate and productive use of assessment in line with the expectations of the academy
- ★ Make effective use of a range of assessment for learning techniques to measure progress in lessons
- ★ Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- ★ Make use of formative and summative assessment to secure scholars' progress
- ★ Use relevant data to monitor progress, set targets and plan subsequent lessons
- ★ Give scholars regular feedback, both orally and through accurate marking, and encourage scholars to respond to the feedback.

Plan lessons (in line with minimum expectations) and teach well-structured lessons

- ★ Impart knowledge and develop understanding through effective use of lesson time
- ★ Promote a love of learning and children's intellectual curiosity
- ★ Set and assess homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding scholars have acquired
- ★ Reflect systematically on the effectiveness of lessons and approaches to teaching
- ★ Contribute to the design and provision of an engaging curriculum

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Qualified Teacher Status	•	
Degree or equivalent qualification in English or a very closely related subject area	•	
Evidence of recent in-service training in the specialist subject and other related areas	•	
Experience		
Successful English teaching or teaching practice experience	•	
Must be an effective teacher, skillful in communicating with individuals and have a positive presence in the classroom	•	
Knowledge		
Able to demonstrate a thorough knowledge of the English curriculum	•	
Ability and willingness to teach to GCSE level	•	

Professional Skills		
Must be confident, flexible, enthusiastic, approachable and able to inspire others	•	
The ability to manage change effectively	•	
High level personal IT skills and the ability to use these effectively in a range of situations	•	
Ability to work under pressure and to deadlines	•	
Willingness to undertake professional development in the specialist subjected and other related areas	•	
Willingness to assist in the development of extra-curricular activities.	•	
Communicate effectively with parents, carers and external agencies with regard to scholars' achievements and well-being	•	
Must be able to contribute to the work of departmental teams.	•	
Must be determined to raise achievement	•	
Understands and acts within the statutory frameworks which set out professional duties and responsibilities	•	
Personal Qualities		
Demonstrates a high standard of personal and professional conduct and uphold public trust in the profession by maintaining a high standard of ethics and behaviour in and outside of the academy in line with the academy's policy	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Ability to command credibility and respect	•	
Displays commitment to the protection and safeguarding of children and young people	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	
Line Management		
This role will have line management responsibility for others.	•	

GENERAL RESPONSIBILITIES

- ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ Commitment to continual learning and development of skills.
- ★ Behave in a manner that is professional, friendly and fair demonstrating and role

modelling politeness and respectfulness.

- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★ ★ Work cooperatively as part of the Trust wide staff team.
- ★ ★ This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	Yes
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org