



Learning Today – Leading Tomorrow

## JOB DESCRIPTION

<b>POST &amp; CURRICULUM AREA:</b>	<b>Head of English</b>
<b>SALARY:</b>	Based on the School Teachers' Pay & Conditions Document (STPCD) TLR1B
<b>LINE MANAGER:</b>	SLT Link
<b>ACCOUNTABLE FOR:</b>	Curriculum provision across the Key Stages Securing commitment to high standards, school aims, policies, plans and priorities.

## IMPORTANT FUNCTIONAL

<b>RELATIONSHIPS</b>	Headteacher & Strategic Leadership Team Subject Team members Department Key Stage Coordinators Students & Parents Other Teaching & Support colleagues LA & external agencies as appropriate
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**All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment**

### **Core Purpose**

1. To provide strong leadership to the English Department so that teaching and learning is consistently good or better.
2. To ensure that all young people make at least expected progress and that ambitious targets for student performance are met in all Key Stages.
3. To continue to develop an innovative and progressive curriculum in English lessons which is supported by a vibrant programme of extracurricular and enrichment activities.
4. To performance manage robustly all leaders, teachers and support staff in the English Department so that ambitious targets are met and there is a clear link between pay and progression.
5. To maintain a highly visible presence around the school to support the wider behaviour for learning.



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### **Main Professional Duties**

1. To lead the successful delivery of English across the School.
2. To inspire and enthuse members of the team, with a clear vision for the future direction of the English Department.
3. To develop an innovative and progressive curriculum in English.
4. To undertake regular audits and quality assurance checks within English to ensure that the highest standards are being achieved in all aspects of the department's work.
5. To lead the development of differentiated schemes of work at KS3, KS4 and at Post-16 so that every young person makes progress in their learning.
6. To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
7. To lead the department's strategic planning and self-evaluation processes.
8. To provide regular reports on student performance based on internal assessment data as well as externally verified examination results and to plan effective interventions as appropriate.
9. To promote and lead on the delivery of all extra-curricular activities in English.
10. To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership.
11. To co-ordinate the resources of the Department, giving support and guidance to relevant staff.
12. To complete all administrative tasks in a timely and accurate manner.
13. To ensure that appropriate arrangements are made for examination entries and statutory requirements.
14. To contribute to wider whole school policy making as appropriate.
15. To design an appropriate and progressive curriculum in English that reflects the ethos of the School and meets the needs of all students.
16. To make sure that teaching and learning meets the needs of all students including those with additional needs, for example those with a low skill base, hearing or visual impairment and the very able.
17. To maintain an up to date knowledge of new initiatives and incorporate elements into the English strategy as appropriate.
18. To ensure that all statutory requirements of the National Curriculum are met.
19. To review, evaluate and improve the design and delivery of the English curriculum on an ongoing basis.
20. To incorporate assessment into all aspects of curriculum planning.
21. To attend, if appropriate, SLT meetings.
22. To safeguard young people by ensuring that all aspects of Health and Safety are adhered to in lessons and preparation areas.

### **Financial Management**

1. To be responsible for the completion of the English Development Plan so that the Department is appropriately and effectively resourced.
2. To oversee the department's budget.



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3. To ensure that the use of financial resources has a clear impact on improving student outcomes.

### **People Management**

1. To adopt a strong, caring and flexible leadership style as to influence and motivate staff and students to achieve their objectives and those of the School.
2. To create an environment of open-mindedness, fairness and harmony so that all individuals can achieve their potential.
3. To work proactively with the Senior Leadership Team to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes.
4. To implement the School performance management processes so as to provide a positive framework for staff development and achievement.
5. In conjunction with all staff, organise activities/processes that encourage team development (including parents/carers and community partners).
6. To ensure that all staff receive departmental induction and fully understand all relevant policies and their implementation.
7. To provide support to staff to enable them to effectively implement the policies of the School and English Department.
8. To monitor and evaluate attendance of staff within the department.
9. To create an environment where there is visible acknowledgement that everyone's contribution is valued.

### **Developing and Maintaining Strong Community Links**

1. To develop initiatives to outreach to the community.
2. To network with secondary schools in Enfield to share best practice.
3. To facilitate a broad range of activities in conjunction with staff, students and the wider community so as to deepen and broaden learners' experiences in English.

### **Facilities management**

1. To ensure that physical resources to deliver the curriculum are acquired and are maintained effectively.
2. To make sure that the accommodation is used in the most effective way to meet the needs of all students and of the curriculum.

### **General Administration**

1. To provide appropriate, accurate and timely management information to enable continuous evaluation of performance.
2. To check that information required by various external bodies is produced within the given time scale and is of excellent quality.
3. To design and implement departmental policies that complement School procedures.



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### **Accountability Key Performance Indicators**

1. To ensure that all teaching is consistently Good or better.
2. To meet aspirational targets at GCSE in relation to student performance at grades 9-7, 9-5 and 9-1.
3. To monitor the progress of other staff in the department and put systems in place to ensure performance grades within the department are of a high standard
4. To manage the department's financial budget prudently.

### **EXPECTATIONS OF ALL STAFF (Teaching & Support)**

- Support the Headteacher and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success for all students.
- Carry out all duties and responsibilities in accordance with the school's Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students' well-being and safety; not to do anything to bring the name or ethos of the school into disrepute.
- Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.
- Deal with enquiries efficiently and sensitively.
- Ensure absolute confidentiality in all matters relating to the students, staff and school business.
- The post holder will ensure that the duties of the post are undertaken with due regard to the School's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
- Be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality.
- Report child protection (CP) concerns immediately to the named CP person(s).
- Attend and participate in relevant meetings, training, performance development and other activities as required.

### **NOTE**

This job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



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This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary scale and job title.