TOWNSEND
CHURCH OF ENGLAND SCHOOL

Head of English
Job description

Responsible to: A member of the Senior Leadership Team

Introduction:

Townsend Church of England Secondary School is seeking an inspiring, forward-thinking, and highly skilled Head of English to lead our successful English department into its next chapter. As a school rooted in Christian values and committed to nurturing every student's potential, we are looking for a leader who combines strong subject expertise with a passion for ensuring all young people develop a lifelong love of language and literature.

The successful candidate will be an excellent classroom practitioner, an effective curriculum designer, and a motivational leader who can empower staff, raise achievement, and foster a vibrant culture of reading, writing, and oracy across the school. This is an exciting opportunity to shape the strategic direction of English at Townsend and make a profound impact on students' learning and futures.

About the Role:

1. To ensure the school's English curriculum enables all our students to achieve to the very best of their ability.

2. To secure and sustain high-quality teaching, learning and assessment in English. Leading moderation and standardisation of work across the range of qualifications offered by the department.

3. To plan co-curriculum opportunities to make the best use of facilities available within the constraints of the school calendar.

4. To ensure that the schemes of work and resources used for the teaching of English are high quality, appropriate and accessible and secure good progress for students of all abilities and backgrounds.

5. Ensuring consistent record keeping and data analysis across the department in order to identify and intervene to address the underachievement of individuals or identified groups.

6. To work with staff, students and parents and use the school's systems to manage student behaviour and to reward effort and achievement in the department.

7. To promote English and to maintain a high profile for the subject and the department in the school and local community.

8. To liaise with key staff such as the SENCO, Exams Officer, the Pastoral Team and SLT to ensure that the needs of students are best met, and the department contributes towards the smooth running of the school.

9. To plan effective use of the department resources, ensuring that they provide value for money and manage the department budget.

10. To oversee the day-to-day running of the English Department, including ensuring cover work is set if required.

Teaching Responsibilities

- Teach across the full range of ages and abilities

- Be committed to safeguarding and promoting the welfare of young people

- Monitor and evaluate the progress of students in your classes in line with school policies, and lead on actions within your classes to address underachievement

- Plan and deliver lessons that are in line with the department's curriculum

- Maintain good order and discipline in line with the school's behaviour policy

- Actively engage in the Professional Development Review process

- Communicate effectively both orally and in writing with students, staff, parents and governors

- Commit to your own continued professional development

- Keep up to date with your subject knowledge

- Attend all relevant meetings as required to fulfil your role and responsibilities

- Lead and participate in extra-curricular activities

- Be a form tutor as required

- Take responsibility for completing all safety checks, e.g. online training, when directed

- Ensure that all students have equality of opportunity

- Promote the school's ethos and culture within the department and wider community

- Comply with the school's Health and Safety policy

Safer Recruitment

1. This role will require the post holder to have an enhanced DBS check.

2. It is the individual's responsibility to promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.

General

1. Play a full part in the life of the school community; support the school's priorities and ethos and encourage students to follow this example.

2. Undertake continued personal professional learning activities, as agreed with your Line Manager / CPL coordinator.

3. Participate in subject team activities arranged for open evenings.

4. Undertake duties as per the published rota.

5. To be a form tutor as directed.

6. Undertake a reasonable share of cover lessons in accordance with the published cover policy.

7. Undertake any other responsibilities or tasks as reasonably requested by the Headteacher.

Upper Pay Spine

1. In addition to the above, teachers who have progressed to the Upper Pay Spine will be expected to undertake additional responsibilities. The scope of these should increase along with UPS progression.

2. Teach consistently good or better lessons, with the aim of improving to deliver an increasing number of outstanding lessons.

3. Contribute to developments within the subject/year team and lead on appropriate aspects, as agreed by their line manager.

4. Undertake induction, coaching and mentoring of identified staff or trainees, in line with the school's policy.

5. Contribute to the whole school's professional development programme as appropriate.

6. Provide guidance, support and mentoring for identified students, as agreed with their line manager.

Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time.

3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Head of English
Person Specification

Attributes	Essential	Desirable	Evidence
Qualifications & Experience			
QTS (or training towards QTS)	✓		A
Successfully completed Induction Year	✓		A
Evidence of recent Professional Development	✓		A
Further study or qualification		✓	A
Evidence of contribution to staff training and development		✓	A
Knowledge & Skills			
Excellent classroom practitioner	✓		IP
Ability to articulate characteristics of effective teaching	✓		IP
Knowledge and understanding of current and future initiatives in education		✓	A/IP
Understanding of the learning needs of all students	✓		A/IP
Ability to lead and implement new ideas	✓		A/IP
Use of ICT, particularly to promote teaching and learning	✓		A/IP
Ability to enthuse, inspire and motivate others	✓		A/IP
Experience of, ability to, use student performance data to raise achievement		✓	A
Ability to communicate effectively with a range of audiences	✓		A
Good administrative and organisational skills	✓		A

Personal/Professional Qualities			
Self-motivated, with ability to use initiative	✓		R/IP
Approachable, caring, flexible and supportive	✓		R/IP
Ability to contribute to and be part of a team	✓		R
Can work under pressure, with a high level of commitment and determination	✓		R
Ability to lead by example, and make decisions	✓		R
Commitment to extra-curricular activities	✓		A/R
Safer Recruitment			
Knowledge and understanding of requirements and responsibilities for safeguarding and promoting the welfare of children and young people (including an enhanced DBS check)	✓		A/R/IP
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		A/R/IP
Emotional resilience in working with challenging behaviour	✓		A/R/IP
Appropriate motivation to work with young people	✓		A/R/IP

A = **Application Form**
IP = **Interview Process (this will include teaching a lesson)**
R = **Reference**

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____