

JOB DESCRIPTION

Job Title: Head of Department - English
School: Rivington & Blackrod high School
Grade: Leadership (L10-L12)
Reports to: Director of English

Line management responsibility: Department teaching staff

Main purpose of the job: To lead and promote the school ethos, vision and mission. To lead and promote high quality teaching and learning across the whole school. To improve and continually develop the teaching and learning of the department. To ensure the provision of an appropriate and relevant curriculum that is both challenging and differentiated to meet the needs of all students studying within the department.

Key duties and responsibilities

- To agree/set and rigorously track & monitor the achievement of student progress targets ensuring the effective use of performance data within the department to plan for learning progression.
- To organise interventions to ensure that the targets of individuals and groups of learners are met.
- To monitor, evaluate and report upon the effectiveness of practice in the curriculum area, especially related to examination entry and performance incorporating the use of value added data.
- In the course of the above to implement school policies within the department relating to assessment, recording and reporting and to develop strategies for improvement as a result of monitoring performance data and reviewing patterns.
- To be responsible for defining the clear aims and objectives of the department.
- To lead the development and implementation of appropriate syllabuses, schemes of work and resources of the curriculum area that reflect national developments in the subject area and teaching practice and methodology.
- To ensure that knowledge of current developments in the curriculum area and current understanding of how students learn most effectively is personally maintained and disseminated to colleagues.
- To pursue the highest possible academic standards within the department.
- To ensure the effective day to day management of the curriculum including deployment of staff and resources and making appropriate arrangements for classes in the event of staff absences for the effective continuation of students' learning.
- To ensure that teaching groups are organised so that the needs of all students are best met and in which individuals are encouraged to perform at the highest possible level.
- To take responsibility for the achievement of all identified groups of students within the school;
 - a) Gifted and Talented students.

- b) Students with Special Educational Needs.
- c) Boys.
- d) Girls.
- e) Students with an ethnic minority heritage.

This will involve the development of a wide range of good teaching methods and approaches.

- To work effectively with the school SENCo in order to ensure that appropriate systems and support mechanisms are used to maximise the achievement possibilities of all students.
- To promote and monitor, within the department, school policies related to the use of literacy, numeracy and the use of ICT, homework, lesson planning, T&L, record keeping, ensuring that all staff follow all agreed school and department policies and procedures.
- To ensure that the department embraces and fully engages with the school teaching and learning strategy.
- To take responsibility for all internal and external examinations at all key stages and for appropriate marking schemes to be made available.
- To take responsibility for mode of examination, vocational or academic, and choice of papers for external candidates in consultation with the relevant Assistant Headteacher.

Leadership and Management

- To support the Senior Leadership Team in meeting whole school priorities and in realising the school's shared vision.
- To be accountable for leading, managing, deploying and developing the teaching and support staff of the curriculum area.
- To take appropriate action in order to build and maintain effective teamwork within the curriculum area, especially through the establishment of good communication systems, the encouragement of the sharing of good practice and innovative use of meeting, training and non-contact time.
- To undertake appraisal target setting and reviews, ensuring that there is a clear focus upon teaching and learning and student progress; that staff development needs are identified and appropriate programmes investigated and planned.
- To identify areas for development within the department and take appropriate action in supporting, coaching and monitoring colleagues in order to ensure the standard of teaching and learning is of the highest standard and contributes positively to student progress and achievement.
- To ensure that colleagues are aware of the needs of all students and groups and make provision for this in their planning. To use frequent, regular and well-structured meetings to support this.
- To work with colleagues to formulate, monitor and evaluate the department's strategic development plan ensuring it links with the school improvement plan and accurately reflects the learning needs of the students.
- To ensure that all colleagues know and understand the key school targets and the part they play in achieving these.
- To ensure good student behaviour in the department; to support and assist colleagues to ensure that they understand and are actively implementing the key aspects of the school's Behaviour Policy.

Administration

- To arrange and act as Chairperson at scheduled or essential departmental meetings and to produce the agenda and minutes of such meetings, ensuring that the Headteacher receives copies.
- To manage the department budget and assess the financial needs of the department, planning for it to be spent appropriately and sustainably, contributing to improvements in teaching and learning, student progress and achievement in line with the principles of best value and accordance with procurement systems outlined by the school Finance Manager.
- To be prepared to report or present information with regards to the department spending as part of annual review processes.
- To take responsibility for the ordering, receiving, checking, recording and safe-keeping of all stock, equipment and teaching aids.
- To take responsibility for the care of the fabric in department areas; risk assessments for health and safety, the appearance of rooms and corridors and responsibility for the standards of display in rooms and corridors.

To undertake any other duties appropriate with the level of responsibility, as required.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.

PERSON SPECIFICATION

Job Title: Head of Department

Qualifications and training	Essential	Desirable
Qualified teacher status	✓	
Evidence of appropriate ongoing professional development.	✓	

Experience, knowledge and skills	Essential	Desirable
A track record of Good or Outstanding teaching	✓	
Experience of teaching the subject at KS3, KS4, A level and/or BTEC as appropriate	✓	
Good knowledge of current developments in pedagogy and in the curriculum	✓	
Vision for the development of the curriculum area	✓	
Previous experience in the line management of staff	✓	
Proven successful experience being a Head of Department		✓
The ability to use ICT effectively to engage students	✓	
The ability to differentiate materials to meet the needs of learners	✓	
The ability to use effective behaviour management strategies	✓	
Extensive of how to use assessment to inform planning for good teaching/learning	✓	
An understanding of academic data at school, local and national level, and the ability to use it to identify and rectify underperformance	✓	
Ability to listen and effectively communicate and negotiate with a variety of audiences	✓	
Diplomatic, with the ability to develop and maintain effective relationships	✓	
Ability to act quickly and sensitively under pressure, and to manage own and others' workloads appropriately	✓	
A team player with the ability to work collaboratively.	✓	
Knowledge and understanding current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.	✓	

Personal attributes	Essential	Desirable
Always prepared to put the students' needs first	✓	
High expectations of students' progress, outcomes and behaviour	✓	
Responsibility for own professional development and be willing to partake in further development.	✓	
A team player with energy, commitment, enthusiasm and resilience.	✓	
A commitment to equality and diversity policies.	✓	
A commitment to Health and Safety.	✓	

A commitment to child protection and safeguarding.	✓	
An understanding of child protection and safeguarding.	✓	

Special requirements	Essential	Desirable
Right to work in the UK.	✓	
Satisfactory enhanced DBS certificate.	✓	
Medical clearance.	✓	
2 satisfactory references.	✓	
Full UK driving license and access to a car during working hours.		✓

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.