

JOB DESCRIPTION



Job title: Head of English

You are required to carry out the duties of a School Teacher as set out in the School Teachers' Pay and Conditions Document.

General responsibilities and duties:

To provide professional leadership and management within the curriculum team in order to secure the highest quality teaching, effective use of resources and improved standards of learning and achievement for all students.

Main Job Purpose:

- To lead and inspire a team of highly motivated staff to drive forward achievement and enjoyment of English as a subject within the school.
- To lead and manage the implementation of a challenging English curriculum
- To manage the resources of the English Department.

Main Responsibilities and Duties:

- Implementation of the English curriculum and subject coordination across the school
- Achievement of consistently outstanding teaching and learning in English
- Achievement of outstanding academic attainment and progress in English
- enhance the quality of teaching and learning in the Department and school through sharing resources and good practice
- Support the Principal's vision for the curriculum area which ensures continual improvement, maximum effectiveness and outstanding outcomes
- Contribute to a climate which enables other staff to develop and maintain a positive attitude towards, and confidence in, their professional role
- Contribute to the development and implementation of practices to ensure all relevant parties are well informed about subject policies and plans and the curriculum area's success in meeting objectives and targets

Knowledge and Skills

- A good degree in English or related subject
- QTS status
- Any statutory curriculum requirements and the requirements for assessment, recording and reporting of students' attainment and progress
- The characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all students
- New subject-specific pedagogies and research and their potential impact

Supervision and Management

- To be responsible for the line management and performance management of specific staff
- To participate in the recruitment and development of teaching and non-teaching staff of the Department
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.

Assessment and Evaluation

- Analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to assist students in setting targets for further improvement.
- Evaluate the teaching of the range of specialist subjects within the curriculum area and use this analysis to identify effective practice and areas for improvement.
- Implement whole school systems for recording and reporting individual pupil performance.

Student Achievement

- Establish clear targets for students' achievement, and evaluate attainment and progress for all students.
- Use data effectively to identify individual students and student groups who are underachieving and, where necessary, create and implement effective plans of action to support these students.

Key Contacts and Relationships

- Headteacher
- Assistant Heads & SLT
- SENCo
- Teachers both within and external to the department
- Parents

Managing Resources

- Organise and co-ordinate the deployment of learning resources, including information and communications technology, and monitor their effectiveness.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of sources inside and outside the school.
- Manage the departmental budget

General

- Contribute to the development and organisation of any relevant extra- curricular activities and visits which extend learning beyond the classroom.
- Any other appropriate and reasonable activity as may be directed from time to time by the Headteacher.

Notes

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in 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 in accordance with the School's published time budget policy, and have regard to Section 67 of a Teacher's Conditions of Employment. The job description is NOT necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment after consultation with the post holder.

PERSON SPECIFICATION

Head of English

Inter-personal attributes

- Able to build relationships quickly, with humility and empathy, whilst showing respect to others - students, parents and colleagues - to get the best out of them
- Positive, optimistic, caring, kind and approachable
- Willing to be immersed in the life of a busy and successful school

Communication and Interaction

- Communicate clearly and accurately both orally and in writing
- Able to listen and respond appropriately
- Flexible to adapt your style in different situations
- Strong and confident ICT skills for teaching and management
- Contribute as a great team player

Planning and Organising

- Manage daily responsibilities and priorities
- Work efficiently and effectively to meet deadlines and deliver successfully
- Design, produce and share high quality learning schemes and resources

Knowledge

- Good honours degree and/or relevant high level expertise
- A real interest in educational issues, approaches and alternatives from around the world
- Strongly support the ethos and culture of the school

Leadership Skills

- Have an exciting vision for your subject which can be shared and constantly enhanced
- Proactive and confident, yet humble and considered
- You can inspire and motivate others
- Make informed decisions on a daily basis
- Ensure high professional standards including student progress of all groups of students

Problem Solving

- Enjoy facing new challenges
- Find, propose and lead solutions
- Use resources, intellect, creativity and innovation to be successful

Resilience

- Hungry for a challenge
- Have patience and endless energy to persevere through the challenging moments
- Tenacious and versatile
- Maintain a positive mind-set

Self-evaluation

- You are aware of strengths and weaknesses
- Strong desire to learn from others so that you can be even better
- Able to share and support others

We are interested in all these attributes for colleagues joining the SAST family but appreciate that some will be areas that you have a desire to develop and grow with our support once you are here. A sense of realism and humour are really important.