

Job Description

Post: Head of English

Responsible to the Head Teacher

Duties: The Conditions of Employment for Academy Teachers specify the general professional duties of all teachers.

General

Leaders provide leadership and direction for a group of disciplines and ensure that they are managed and organised to complement the aims of the academy. The post holder has responsibility for securing high standards in learning and teaching in their curriculum areas as well as playing a major role in developing academy policy and practice.

The role is pivotal in supporting, guiding, motivating, improving the quality of educational provision and raising standards of achievement within the academy. The post holder will help to set a climate for learning and create an ethos in which every child matters and is helped to be successful. They will promote innovation, and ensure teaching methods optimise student performance. There is a close link between the quality of teaching and student achievement and between the quality of leadership and the quality of teaching. Faculty leadership lies at the heart of academy improvement and will have a significant role in contributing to raising achievement.

Overall responsibility

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the English Faculty in accordance with the aims of the academy and the curricular policies determined by the Governing Body and Head Teacher of the academy.
- To be accountable for leading, managing and developing the curriculum disciplines.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
- A commitment to innovation, whole academy change, foster ambition and the desire to learn from good practice elsewhere.
- Promote inclusion to ensure the faculty provides successfully for those who find academy or learning difficult.

Specific tasks Related to this Post

Leadership and Management

- Articulate a vision for the faculty through the publication a Faculty Improvement Plan and update annually in line with the academy self-review programme.
- Ensure that the faculty team have a clear understanding of the vision, the strategic thinking and the plans for improvement.
- Implement systems which seek student views about how the faculty can better support their learning and progress.
- Monitor and evaluate the performance of the Faculty including progress against the Academy Improvement Plan.
- Lead on self-evaluation and reviewing the quality of teaching and learning within the Faculty including student attendance and behaviour.
- Carry out an annual analysis of examination results and set targets.

- Co-ordinate and lead regular Faculty/Department meetings to facilitate - within the context of the whole academy ethos of curriculum and pastoral provision – effective learning, challenge and progress throughout the subject.
- Manage personnel, curriculum and teaching resources (in performance management, induction, appointments and promotions)
- Deploy personnel to ensure that leadership and management is sustained when a learning leader is not available.
- Analyse statistics and evaluations as required conducting self-evaluation and contributing to the process of continuous improvement within the subject.
- Promote and develop a creative, innovative and team working approach to learning.
- Carry out self-evaluation in accordance with the academy policy.

Learning

- Plan and update schemes of work, examination and academy policy requirements.
- Identify and promote key skills within the subject and link this with other curriculum areas.
- Develop the role of subject specific ICT throughout KS3 and KS4.
- Liaise with industrial and community groups as appropriate.
- To lead curriculum development for the whole faculty.
- To keep up to date with national developments in the subject area and teaching practice and Methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- Promote inclusion to ensure the faculty provides successfully for those who find academy or learning difficult.

Assessment and Student Performance

- Determine and implement any appeals. Ensure that staff are aware of key messages from the Examiner's Report.
- Lead on the organisation of the course e.g. advising on suitability of coursework assignments, confidential reports, etc.
- Update, implement and monitor the policies for Assessment and Target Setting in line with whole academy requirements.
- Update and monitor policy and procedures for recording, rewarding and accrediting student learning and achievement in line with whole academy requirements.
- Organise and evaluate the reporting to parents in line with whole academy requirements.
- Lead and manage the policy of inclusive learning, ensuring that Individual Education Programmes and strategies are implemented in order to meet individual need.
- Ensure the academy and faculty policy on Assessment, Marking and Target Setting is put into practice.

Staffing and Resources

- Manage the use of support staff and liaise with Inclusive Learning to ensure that materials are available and used effectively.
- Monitor and implement the financial plan for the Faculty.
- Responsibility for the efficient use of delegated resources.
- To work with the Deputy Head Achievement to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Department's support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.

- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the academy's ITT programme.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

Pastoral

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and/or contribute to a year team and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to SMSC according to academy policy.
- To ensure the Student Behaviour Management system is implemented in the department so that effective learning can take place.

Whole Academy

- Membership of Curriculum Leaders, participate in meetings and conferences to monitor, evaluate and develop whole academy issues.
- Contribute to the celebration of the subject area through assemblies, newsletters, etc.
- Liaise with the Coordinator for specialist status in order to promote partnerships, and enhance lifelong learning.
- Organise the Faculty's contribution to the Open Evening including writing entries for the prospectus.
- Ensure a strong sense of partnership and good communication with parents.

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 a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and parent/carers and to provide a welcoming environment to visitors and telephone callers.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.