**Job Description**

**Post: Head of English**

Purpose: To carry out the functions of a head of department at the school in accordance with the stated aims and objectives of the school and the department.

**Duties and Responsibilities**

• In consultation with the Senior Leadership Team, plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the School Improvement Plan.

• Identify and act upon department priorities in collaboration with line management in order to build and lead a cohesive and highly effective team; complete all team appraisal and quality assurance in accordance with school policy.

• Provide highly-tailored coaching to team members.

• Complete all Cycle review documentation including department data analysis and subsequent intervention.

• Lead team meetings and Progress Summits.

• In accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students’ learning.

• Ensure that homework is set, where appropriate, and monitored.

• Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated in order to maximise the outcomes of all students.

• Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.

• Support the management of behaviour within the team: overseeing and completing all duties effectively.

• Attend meetings, carry out administrative tasks and duties as specified in the bulletin, weekly What To Dos and on the school calendar.

• Facilitate the exceptional progress and well-being of any individual or group of students.

• Lead an Advisory and support students during Morning and Afternoon Meeting.

• Consistently implement all school policies.

• Participate in school meetings, Practice and coaching; work in effective partnership with other heads of department in the school.

• Complete all exam entry requirements and ensure the department budget is managed skilfully.

• Contribute to decision-making and consultation procedures.

• Engage fully in the school appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the school’s goals and improvement plan.

• Carry out any other reasonable duties as requested by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.