**Job Description**

Post title: Head of English

Grade: MPS 1-6 / UPS 1-3 and TLR1b

Reports to: Deputy Head Teacher

**Job Purpose**

* To provide professional leadership and management for the English department.
* To provide a high quality educational experience for all students to raise the levels of attainment and achievement.

**Main Duties and Responsibilities**

Strategic direction and development of the subject

* Develop and ensure implementation of a whole-school policy for English in line with the aims and policies of the school.
* Use data effectively, to monitor standards of achievement across the school in English.
* Produce short, medium, long- term plans to develop English in relation to:
  + resources
  + staff professional development requirements.
  + the aims of the school, and its policies and practices, and ensure this is integrated into the school development plan.
  + targets for realistic but challenging improvements.
* Monitor the progress made towards achieving English curriculum plans and targets and use this information to plan future developments.
* To report to Governor meetings where appropriate.
* To be involved in the extracurricular life of the school, both English and non-English related, e.g. charity work, residential trips.
* To assist in the planning and development of the post-16 provision especially for the English element.

Teaching and Learning

* Follow the requirements of the examination board.
* Ensure curriculum coverage, continuity and progression in English throughout the school.
* Ensure that teachers are clear about teaching objectives, understand the sequence of teaching and learning in the subject and communicate this to students.
* Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of students.
* Establish and implement clear policies and practices for assessing, recording and reporting on student achievement in line with school policy.
* Evaluate the teaching of the subject in school, use this analysis to identify effective practice and areas for improvement and take action to further improve the quality of teaching in the subject.
* To act as a form tutor and provide pastoral support to those students in your tutor group.

Leading and Managing Staff

* Lead professional development of staff through example and support.
* To ensure the behaviour policy is consistently implemented.
* Ensure newly qualified staff and staff new to the department receive appropriate support for the subject.
* Work with the Inclusion staff to ensure that SEND and Pupil Premium students have specific targets and that work is matched to students needs.
* To make appropriate arrangements when staff are absent.
* Ensure that the Head Teacher, Senior Managers and Governors are well informed about subject policies, plans and priorities, the success in meeting objectives, targets and subject related professional development plans.
* To lead the development of subject links with partner schools and communities and to effectively promote open day/evenings and other events.

Accountability

* Communicate effectively, orally and in writing to a range of audiences e.g. staff, students, parents and Governors.
* Discuss with the management the progress of the department regarding data and development plan.
* Secure understanding and strategies for performance management and appraise designated members of staff.
* Establish resource and staff requirements for the subject and inform the link SLT of costs and priorities. Distribute subject resources to meet the objectives of the school.
* Keep abreast of curriculum developments to ensure the department is up to date.
* Ensure the effective and efficient management of learning resources for the English subject.
* Ensure a stimulating but safe working environment in which risks are regularly assessed regarding safeguarding, health and safety and visits policy.
* Report to Governors as required.

**Additional Information**

* Establish and maintain positive effective working relationships with professional colleagues and parents.
* Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
* Engage in promoting the values and acting as a role model for the Trust.
* Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
* Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust’s records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust’s information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**April 2024**

**Person Specification**

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| **Factors** | **Essential** | | **Desirable** | |
| **Qualifications & Training** | E1  E2 | Qualified teacher status  Degree | D1 | Professional Development in preparation for Middle leadership |
| **Experience/Skills** | E3 | Evidence of outstanding or good classroom practice | D2  D3  D4 | Experience as a successful Middle leader  Relevant, recent experience of teaching in a Catholic School  Relevant, recent experience of teaching the full age range in a 11-18 School |
| **Personal Attributes** | E4  E5  E6  E7  E8  E9  E10  E11  E12  E13  E14 | Respect the dignity of each person valued and loved by God  Inspire, challenge, motivate and empower teams and individuals to achieve  Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people  Demonstrate personal and professional integrity, including modelling values and vision  Manage and resolve conflict  Prioritise, plan and organise self and others in addressing  strategic direction of the department  Think analytically and creatively and demonstrate initiative in solving problems as required  Be aware of their own strengths and areas for development. Listen to, and reflect upon feedback and act appropriately  Empathise  Demonstrate a capacity for sustained hard work  Demonstrate impact and presence |  |  |
| **Special Requirements** | E15  E16 | A commitment to safeguard the welfare of children  Compliance with data protection principles |  |  |
| E17  E18  E19 | Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies  Compliance with health and safety policies, rules and regulations  To uphold the Catholic ethos of our schools |  |  |

**April 2024**