|  |  |  |
| --- | --- | --- |
| **Job Description** | | |
| **Head of English** | | |
|  | | |
| **Responsible to:** | Principal | |
| **Job purpose:** | To be accountable for the progress and achievement of pupils in English | |
| **Salary:** | MPS/UPS + TLR2a (£7,017) | |
| **Start date:** | 1st September 2021 | |
|  |  | |
| **Expectations of teachers at Central Lancaster High School:** | | |
| **All staff are expected to model the following values, behaviours and attitudes:** | | |
| * Actively supporting, articulating and promoting the ethos of this Academy * Putting pupils first and being positive about young people * Committing fully to the safeguarding of pupils * Having a commitment to excellence and high standards in everything we do * Having, and communicating, the highest expectations of young people academically and personally * Having a commitment to social justice and equality of opportunity * Being committed to ethical behaviour: demonstrating integrity, honesty, resilience, professionalism, kindness and humility * Behaving in a professional manner with staff and pupils at all times, treating all members of the school community with dignity and respect * Contributing to the overall aims of the school by complying with and implementing school policies and by working collaboratively as part of pastoral and academic teams * A willingness to contribute to school life beyond the curriculum | | |
|  | |  |
| **Heads of Department are accountable to the Principal for standards of learning and teaching and for the management of staff within their area.**  *Note: The responsibilities outlined in this job description are in addition to the duties required of all teachers under Pay & Conditions of Service legislation and in addition to the generic job description for a teacher at The Bay Learning Trust. This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the postholder.* | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| **Summary of the post:** | | | | |
| * The Head of English will play in key role in the strategic development of the subject area and the wider literacy agenda across the academy. This will include the development of schemes of learning, methods of assessment and pedagogy. * They will be central to the delivery and monitoring of the school improvement plan within their subject area. This will be achieved through diligent, innovative and forward-looking departmental action planning and rigorous self-evaluation with a focus on the development of practice, performance and people. | | | | |
| **Specific responsibilities of the post of Head of Department:** | |  | | |
| **Responsibility for the leadership of learning, including:** | | | | |
| * Providing strong and purposeful departmental leadership, both supporting and challenging staff. * Raising standards of learning and the achievement of pupils in the subject in line with targets. * Ensuring that schemes of work which meet national and school requirements are in place and that these are reviewed. * Ensuring that internal assessment is rigorous, meets school requirements and is focused on informing teaching. * Ensuring that subject staff are able to interpret and use data pertaining to their classes. * Ensuring that relevant and appropriate homework is set. * Interrogating departmental data and monitoring the effectiveness of intervention strategies employed by class teachers of underachieving pupils. * Employing intervention strategies as and when necessary to tackle underachievement and ensuring pupils achieve their potential. * Providing exam analyses as required, using the results to feed forward into planning. | | | | |
|  | | | | |
| **Responsibility for the leadership of teaching, including:** | | | | |
| * Being a role model for teaching and act as lead teacher. * Improving the quality of teaching in the subject through an annual programme of structured monitoring and quality assurance processes including lesson observation, learning walks, pupil voice and work scrutiny. * Ensuring that procedures for rewards and sanctions are in line with school policy and that they are implemented consistently. * Drawing on research and good practice to ensure that teaching is at the cutting edge of professional practice. * Modelling and lead initiatives within the subject. | | | | |
|  | | | | |
| **Responsibility for the leadership of staff, including:** | | | | |
| * Setting, monitoring and reviewing standards and expectations of work and behaviour in accordance with school policy. * Agreeing, implementing, monitoring and reviewing appropriate and consistent routines. * Delegating responsibilities to other teachers in the department appropriate to their career stage and in line with relevant professional standards. * Maximising the performance of the department, ensuring that schedules and workloads for the year are planned and structured so that deadlines can be met, and staff manage their workload effectively. * Managing the performance of staff in line with the school’s Performance Management Policy. * Ensuring that members of the faculty follow all school procedures and meet deadlines. * Leading departmental meetings which focus on teaching and learning. * Providing guidance as to the appropriate professional development activities of staff, ensuring that activities are focused on raising standards. * Being responsible for the coaching and mentoring of newly appointed teachers, NQTs and ITT students, in liaison with relevant staff. * Deploying staff within the department fairly and coaching and guiding less experienced teachers. | | | | |
|  | | | | |
| **Responsibility for the leadership of resources, including:** | | | | |
| * Ensuring that the learning environment is stimulating, safe, well ordered and enhances learning. * Ensuring that all maintenance and safety issues are promptly reported. * Drawing up a capitation budget, monitoring expenditure and adjusting spending to keep within allocated capitation, ensuring best value for money at all times. * Managing the work of support staff effectively. | | | | |
|  | | | | |
| *The above represents a broad outline of the specific duties and responsibilities currently attached to the role of Head of English. Depending on the needs of the academy, these may be altered from time to time in consultation with the Principal.* | | | | |
|  | | | | |
| Job description prepared by: | N M Walmsley | | Date: | 3.06.2020 |
| Agreed by post holder: |  | | Date: |  |

|  |
| --- |
| **Person Specification** |
| **Head of English** |

|  |  |  |
| --- | --- | --- |
| **Training and Qualifications** | **Essential** | **Desirable** |
| Qualified Teacher Status |  |  |
| Degree (or equivalent) |  |  |
| Professional Development:  Relevant and recent in-service training |  |  |
| **School** |  |  |
| Fully supportive of Central Lancaster High School’s vision and values |  |  |
| **Experience of Teaching and Educational Management** |  |  |
| **Specific experience in leadership and management** |  |  |
| * Experience of leading and managing others |  |  |
| * Experience of leading improvement initiatives |  |  |
| * Experience of working with other schools |  |  |
| **Teaching Experience** |  |  |
| * Evidence of successful teaching in the secondary sector |  |  |
|  |  |  |
| **Professional Knowledge and Understanding**  *Applicants should be able to demonstrate good knowledge and understanding of the following areas relevant to the phase:* | | |
| The English curriculum |  |  |
| The principles of effective teaching and assessment |  |  |
| Strategic planning for school improvement |  |  |
| Current educational issues |  |  |
| Knowledge and use of ICT in schools |  |  |
| **Personal Skills and Attributes**  *Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessable during the interview process and from the references. Applicants should be able to:* | | |
| Build and maintain effective relationships including holding others to account |  |  |
| Inspire, challenge, motivate and empower others to carry the vision forward |  |  |
| Demonstrate personal enthusiasm and commitment to the leadership process |  |  |
| Manage conflict |  |  |
| Prioritise, plan and organise themselves and others |  |  |
| Think creatively to anticipate and solve problems |  |  |
| Listen to and reflect on feedback |  |  |
| Develop effective teamwork |  |  |