



BIRCHENSALE MIDDLE SCHOOL

JOB DESCRIPTION

HEAD of ENGLISH

Name:

TLR: 2(B)

Duties and key result areas:

Professional Duties to be carried out in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document issued by the DFE.

Responsible to: Curriculum Lead and SLT.

To work with the Curriculum Lead and other members of the Senior Leadership Team to ensure the very best education for the pupils, through achieving the school's aims and objectives. In particular, to develop and manage curriculum, assessment, learning and teaching.

Purpose of Job

To provide leadership and co-ordination in the development and management of a curriculum area and to carry out such other duties as are reasonably assigned by the Headteacher.

Relationships:

The post holder is responsible to the Headteacher for his/her teaching duties and responsibilities and for teaching tasks.

The post holder interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school, with particular reference to English.

The post holder may be responsible for the supervision of the work of classroom assistants relevant to her/his responsibilities.

Key Tasks

The particular responsibilities associated to the post of Leader for English are as follows:

- (a) To formulate and regularly review a statement of intent, implementation and impact for the English Department and ensure this is clearly communicated to all stakeholders;
- (b) To plan and map out the curriculum requirements of English in line with the New Ofsted Framework;
- (c) Raise standards across the school, with particular reference to academic performance, so that all pupils achieve to the very best of their ability.
- (d) To provide support to colleagues in the teaching of English, co-ordinate, plan and lead in-service training relevant to this, and participate in meetings designed to integrate the work of the subject lead into the management of the school as a whole;
- (e) Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, including those with special educational needs, in order to set and meet challenging, realistic targets for improvement;
- (f) Liaise with the curriculum team to decide on and measure the effectiveness of appropriate intervention strategies with underachieving pupils/groups;
- (g) Develop and maintain an appropriate and inclusive English curriculum, designed to reflect the best current educational thinking, practice and research;
- (h) Determine, organise and implement an efficient assessment process in order to identify and act on areas for improvement;
- (i) Develop and maintain high quality transition from first schools and to high schools, with curriculum continuity and maximised student progress;
- (j) Create and maintain an effective partnership with parents, ensuring they are well informed about the department, attainment and progress, to support and improve pupils' achievements and personal development;
- (k) To promote and secure good teaching, effective learning, high standards of achievement, good behaviour and discipline within a safeguarding culture.
- (l) To co-ordinate the effective requisition, storage, maintenance and deployment of resources and equipment needed for the teaching of English;
- (m) To assist the SLT in the preparation of reports relating to the teaching of English as requested;

- (n) To contribute examples of English work to displays and make contributions relating to the use of English to materials published about the school;
- (o) To devise, implement, monitor and evaluate the Assessment, Marking, Recording and Record Keeping for the subject within the whole school Marking and Assessment Policy;
- (p) To be accountable for the management of the delegated budget;
- (q) To evaluate the progress of the department and prepare an annual development plan.
- (r) To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher.
- (s) Undertake such other duties, training and or hours of work as maybe reasonably required and which are consistent with the general level of responsibilities of this post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the school.