

Job Description

Date: September 2021



Post: Head of English

Range: MPS 1-6 & TLR 1d

Responsible to: Senior Vice Principal

General Principles

- To assist in improving the academic outcomes of all students. To provide high quality leadership of learning for all staff and students.
- To carry out the functions of a teacher at any Ortu Federation school in accordance with the stated aims.
- To support the Trust aims and implement whole school decisions.
- To undertake professional duties commensurate with their post, as delegated by the Principal.
- To be committed to safeguarding and promoting the welfare of our young people.

Principal Duties and Responsibilities:

1. To line manage all staff in the subject area (teaching and support staff) and to lead in their coaching and professional development.
2. To be accountable for ensuring that all students meet challenging targets, to implement whole school Teaching and Learning strategies including the regular and formative marking of students' work.
3. To attend and contribute to Middle Leaders, Thurrock Schools Liaison and other whole school meetings as appropriate.
4. To attend/participate in parent/teacher meetings, including in activities aimed at marketing the school. To actively recruit for the 6th Form in the subject area.
5. To promote and foster good relations with parents and the local community.
6. To work with all staff in the department to achieve consistency in the implementation of all policies and procedures.
7. To lead the Faculty in delivering Academic Dialogue to carefully targeted students as agreed.

Specific

To be accountable for raising the academic outcomes of all pupils at KS 3, 4 and 5 through:

- Having a clear strategic overview of the department including strategies for improving student performance.
 - Designing and modifying a curriculum suited to all pupils' individual needs.
 - Regular analysis of data, leading to appropriate intervention.
 - Effective identification of under achievement, leading to appropriate intervention.
 - Sharing good practice within and between departments through planned collaboration.
 - Monitoring and evaluating learning outcomes.
 - Setting and delivering challenging targets.
 - Ensuring continuity across the stages including in to the 6th Form.
 - Ensuring consistently outstanding behaviour for learning across the department.
 - Analysing and interpreting relevant national, local and school data and improving department performance as a result
 - Regular research to inform practice, expectations, targets and teaching methodology.
 - Implementing effective assessment for learning across the department.
2. Ensuring the quality of Teaching and Learning across the department through:
 - The delivery of outstanding learning for all groups of pupils.
 - Regular observations of lessons and of the quality of marking.

- Monitoring lesson plans, records, homework and assessment.
 - Ensuring the effective development of pupils, individual and collaborative study skills necessary for them to become increasingly independent in their work.
 - To lead, organise and champion extra-curricular English related events and ensure that all students have many opportunities for memorable experiences
3. To develop an effective team through:
- Setting clear job descriptions and expectations with measurable outcomes.
 - Using performance management to develop the team's personal and professional effectiveness.
 - Ensuring that GTPs and NQTs are appropriately trained, monitored and supported.
 - Working closely with other colleagues in the school.
4. To identify appropriate resources for the subject and ensure they are used efficiently and effectively through:
- The deployment of staff to ensure the best use of subject, technical and other expertise.
 - The effective management of learning resources including ICT.
 - Maintaining existing resources and exploring opportunities to develop and incorporate new resources and technologies.
 - Using accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
 - Ensuring there is a safe working and learning environment in which risks are properly assessed.
5. Develop extra curriculum activities within and beyond the department designed to motivate and stimulate pupil's interests in the subject.
6. To undertake training to become an accredited examiner for the subject and to ensure that a significant number of staff in the Faculty have a similar level of training.

These duties will be varied at the discretion of the Principal / Chief Executive Officer to meet the changing needs of the School / Trust.

As a Trust employee you may be required to work in any of the Trusts locations or within other schools the Trust may be supporting.

Date for review: At annual Performance Management review of Head of English.

I confirm that I have read, understood, and accept, the above job description.

SignedDate

Name in Full