Ernest Bevin College
Job Description

Title: Head of English	**Salary Scale :** TLR 1c (£12,111)
Supported by and reporting to: Member of the Leadership Team	**Assisted By:** Teaching and Non–Teaching Staff

Teaching standards as of Sept 2012 (in blue) together with the statements specific to this post as below:

Personal and Professional Conduct	• **As set out in the standards**
Leadership and Management The Head of English will take lead responsibility for providing leadership and management for the department to secure: • High quality teaching • Effective use of resources • Improved standards of learning and achievement for all • Improved standards in literacy for all	• Ensuring colleagues have the highest possible expectations at all times • Helping staff to achieve constructive working relationships with students and parents • Establishing clear expectations and constructive working relationships among staff involved with the subject, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate • Appraising staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s) • Supporting the professional development of the English team and assisting in the planning and delivery of the English curriculum/ other training activities • Enabling teachers to achieve expertise in their subject teaching • Promoting literacy across the college • Enabling teachers to achieve expertise in teaching literacy • Working with the SENCO and any other staff with special educational needs expertise, to make sure that education, health and care plans are used to set subject-specific targets and match work well to students' needs • Making sure that the Principal, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans • Providing motivational leadership through the high quality of his / her own classroom/management practice • Leading, managing and supporting colleagues on a daily basis

	• Developing, monitoring and maintaining English facilities and resources
	• Monitoring and implementing strategies to raise attainment
	• Proactively tackling issues of underperformance
	• Maintaining effective control of the departmental budget
	• Working effectively with the Line Manager
	• Ensuring that any support staff in the department provide a high quality support to staff
Strategic Planning Within the context of the college's aims and policies, the Head of English should develop and implement policies, plans, targets and practices by:	• Developing and implementing policies and practices for English which reflect the college's commitment to high achievement through effective teaching and learning • Creating a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it • Establishing a clear, shared understanding of the importance and role of the subject in contributing to students' spiritual, moral, cultural, mental and physical development, and in preparing students for the opportunities, responsibilities and experiences of adult life • Using data effectively to identify students who are underachieving in the subject, and creating and implementing effective plans to support those students where necessary • Analysing and interpreting relevant national, local and school data, as well as research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods • Monitoring the progress made in achieving subject plans and targets, evaluating the effects on teaching and learning, and using this analysis to guide further improvement • Producing, implementing and monitoring an English Department development plan which reflects the intentions of the College Improvement Plan • Providing curriculum and management support for the effective delivery of the English curriculum: schemes of work; assessment and classroom methodologies to reflect students' needs and external requirements • Liaising with college managers / staff to develop the college further • Developing internal and external links in order to enhance students' learning • Ensuring that all students have equal opportunities to succeed
Teaching and Learning The Head of English should	• Ensuring curriculum coverage, continuity and progression in the subject for all students, including more able students, students with special educational needs and students with English as an additional language

use the processes of review and evaluation in order to sustain effective teaching and learning. Target setting will be used to ensure that individual students are accountable for their achievements by:	• Developing, co-ordinating and monitoring appropriate English courses which meet the needs of students • Reviewing and developing schemes of work (using the college framework) for efficient delivery of English to ensure cross-curricular issues (e.g. SMSC,) are appropriately addressed • Ensuring consistency through adopting agreed college guidelines • Monitoring and evaluating the quality of teaching in English lessons through the College Quality Assurance procedures • Making sure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students • Providing guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students • Working with colleagues on curriculum and teaching differentiation in order to raise attainment • Ensuring that all colleagues provide regular performance feedback to their students according to the college marking policy: regularly displaying student progress charts and by using college systems of tracking • Holding regular moderation meetings to ensure that students work is assessed against national standards • Ensuring effective development of students' literacy, numeracy and IT skills through the subject • Establishing and implementing clear policies and practices for assessing, recording and reporting on achievement, and for using this information to recognise achievement, set targets, and secure good progress • Setting expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching • Evaluating the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching • Ensuring effective development of students' individual and collaborative study skills • Working with staff to establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets • Developing effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop students' wider understanding • Developing, publicising and monitoring appropriate enrichment programmes • Providing parents with information about the progress of their children as

	required
Efficient and effective deployment of staff and resources The Head of English should ensure that staff and resources are effectively deployed by:	• Establishing staff and resource needs for the subject and advise the Principal and senior managers of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money • Deploying, or advising the Principal on the deployment of staff involved in the subject to make sure the best use of subject, technical and other expertise • Making sure the effective and efficient management and organisation of learning resources, including ICT • Maintaining existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school • Using space to create an effective and stimulating environment for the teaching and learning of the subject • Making sure that there is a safe working and learning environment in which risks are properly assessed

The above responsibilities and duties will be undertaken in addition to the duties of a schoolteacher contained in the School Teachers' Pay and Conditions Document. This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder.

January 2021