

# JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Head of Department - English</b>
<b>LOCATION:</b>	<b>John Madejski Academy</b>
<b>GRADE:</b>	<b>MPS / UPS + TLRI</b>
<b>HOURS:</b>	<b>Full-time</b>
<b>WEEKS PER YEAR:</b>	<b>52</b>
<b>RESPONSIBLE TO:</b>	<b>Director of English</b>
<b>DATE:</b>	<b>April/September 2018</b>
<b>Successful candidates signature to confirm they understand what is expected of them in their role:</b>	

## SAFEGUARDING COMMITMENT

**The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.**

### Job Purpose:

- To lead the Academy vision in and through the English Department.
- To be accountable for student achievement (11-19) for English.
- To manage English teachers to ensure they deliver consistently good or better lessons enabling students to make expected progress.
- To develop and lead an exciting knowledge rich curriculum which enables the highest level of student progress and attainment.
- Ensure efficient and effective deployment of staff and resources.
- Ensure classrooms offer safe, creative and inspiring learning environments, ensuring risks are properly assessed.
- To interact on a professional level to contribute to the wider development of the Academy.

### **Key Accountabilities:**

- Ensure effective collaboration by active encouragement, promotion and leadership.
- Contribute significantly to effective whole school collaboration.
- Collaborate effectively with SEND and Pastoral teams to support positive student outcomes.
- Line manage LRC and its manager, both in terms of supporting the English Department and its wider remit across the Academy.
- Participate in regular Line Management meetings.
- Put in place measures and staff support to ensure student progress and attainment.
- Lead, oversee and promote effective self-evaluation practices
- Rigorously measure and monitor the quality of teaching and learning and ensure that it is never less than good
- Through effective self-evaluation, regularly identify strengths, where improvements have been made and areas still in need of development and share this appropriately.
- Devise and maintain a Department Improvement Plan underpinned by the School Strategic Plan.
- Strategically lead actions designed to improve outcomes for all students in English.
- Lead, monitor and develop innovative practices across the Department and the wider Academy.
- Intervene with immediate impact where teaching and learning falls below expected standards.
- With other HoDs, strategically lead on the promotion and development of initiatives to improve teaching and learning across the school.
- Ensure that best practice in teaching in learning across all key stages is shared by promoting and sharing common styles of learning.
- Lead, monitor and develop appropriate, effective intervention strategies to tackle any underachievement.
- Monitor and review incidents of poor behaviour and maintain high standards of discipline.
- Ensure that the Academy's effective and appropriate rewards system is in place to support success and promote excellence.
- Communicate issues linked to the welfare of students with SEND and Pastoral Teams to ensure that full support to ensure that positive student outcomes can be realised.
- Keep fully up to date with all curriculum changes and innovations in teaching and learning that will affect the Department.
- Lead on curriculum developments across the Department, ensuring appropriate personal pathways for all students.
- Share expertise in the curriculum developments of the Department with the whole Academy through appropriate pathways and ensure data and other information is communicated regularly to relevant colleagues.
- Ensure that parents, community members, Governors and other stakeholders have a positive view of the Department and understand its vision.
- Play a full and active part in the life of the Academy, taking a lead in supporting celebration events and extra-curricular activities.
- Attend after-school evenings to promote the school and Department as required.
- Ensure that appropriate Department links are made with Primary Schools, community groups and local businesses where appropriate.

## PROFESSIONAL LEARNING, STAFFING + RESOURCES

- Lead the Performance Management in the English Department.
- Lead and actively promote appropriate professional learning opportunities.
- Encourage sustainable, distributed leadership at all levels.
- Incorporate succession planning into the strategic direction of the Department.
- Effectively lead the deployment of teaching staff, coordinate allocation of support staff and distribution of physical and financial resources to support the teaching and learning.
- Significantly contribute to and have expert knowledge of all school policies and ensure compliance in these policies from all members of your team.
- Take ultimate responsibility in ensuring all day-to-day management issues within the Department are resolved, including ensuring appropriate arrangements are made for absent colleagues.
- Keep fully up to date of the staffing requirements within the Department, ensure these are shared with ALG link and significantly contribute to the appointments and promotion of staff.

### Other duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

# PERSON SPECIFICATION

JOB TITLE: ENGLISH HEAD OF DEPARTMENT



<b>Method of Assessment</b>	Essential or Desirable	Application Form	Interview
The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.			
<b>Qualifications, Education and Training.</b>			
Qualified Teacher Status	E	X	
Assessed as a good or outstanding teacher	E	X	
Relevant specialist qualifications and experience in your subject specialism	E	X	
Evidence of continuing professional development	E		X
<b>Experience &amp; Knowledge.</b>			
Thorough knowledge and understanding of the curriculum requirements and developments within your subject specialism	E	X	X
Evidence of commitment to the principles and policies of equal opportunities	D		X
Secure knowledge and understanding of a range of assessment for learning strategies	E		X
Secure knowledge and understanding of how to make effective personalised provision for all students, including those for whom English is an additional language and students who have special educational needs	E	X	X
<b>Skills &amp; Abilities.</b>			
Ability to use assessment to raise standards of achievement	E	X	X
Ability to teach KS3, KS4	E	X	X
Work closely with leadership team taking a leading role in developing, implementing and evaluating policies and practice	E		X
Ability to motivate students and colleagues to recognise and respond to the diverse needs of learners	E		X

Ability to design opportunities for learners to develop their literacy and thinking and learning skills within your subject area	D		X
<b>Values and Behaviours.</b>			
Good communication skills	E		X
Aligned with the Academy's Values			X