



Job Description

Post title: Head of School of Education - English

Scale: Leadership Scale 6-10

THE SCHOOL TEACHER'S PAY AND CONDITIONS DOCUMENT SETS OUT THE STATUTORY RESPONSIBILITIES OF ALL STAFF. THIS JOB DESCRIPTION COMPLEMENTS THAT DOCUMENT AND PROVIDES THE SPECIFIC CONTEXT FOR THIS POST

Reporting to: Member of the Strategic Leadership Team

General:

To contribute to the development of a strong, effective academy with an emphasis on aspiration and attainment, delivered through strong classroom practice and a fiercely held and demonstrated belief in the role of the academy in developing citizens for the future. All staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all pupils and to the development of the academy's community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The academy's ethos will be that of achievement, aspiration, commitment, good citizenship and enjoyment.

Purpose of the post:

As the Head of School of Education for English you will

- provide a positive role model, sharing with and listening, to staff in your department;
- be accountable for the operation of your department;
- be accountable for the performance of staff and outcomes in your department;

You will contribute to wider leadership and management across the Academy:

- supporting the realisation of the Academy's aims and objectives;
- setting a high standard through personal example;
- aiming to deliver a quality outcome in all aspects of your work.

The post-holder will have specific responsibility for the quality of experience students receive in English This experience includes the curriculum and enrichment, the quality of teaching, educational outcomes, and the care and welfare of learners whilst in English.

The immediate challenge is:

- to ensure high quality teaching delivers outstanding learning for all students within English

- to work with the Senior Leadership Team Line Manager in the development and monitoring of the English Curriculum and development of literacy across the Academy curriculum provision;
- to improve outcomes within English, meeting and where possible exceeding agreed targets.

Specific responsibilities as Head of School of Education for English

- **Data and Information:** To ensure that performance data is communicated to and used effectively by all departmental staff in planning learning and guiding students.
- **Curriculum:** To work closely with the Senior Leadership Team Line Manager to develop the curriculum to meet student needs; and to reflect the emerging local and national agenda for 14-16(19) provision and to meet the needs of students in years 7 to 11. To keep up to date with national curricular initiatives within English
- **Collaboration:** To work with partner organisations to increase the opportunities for students and raise the quality of provision within English. To work with local collaboratives to enhance curricular provision across the local collaborative.
- **Standards of Achievement:** To liaise with the Leadership executive, in the production of departmental targets. To ensure that individual target setting makes effective use of value added data to steer further improvements in student achievements. All results and progress measures within English department. Strive to secure outstanding outcomes for all children and young people.
- **Teaching and learning:** To be accountable for the quality of teaching and learning within the department. To support professional development of staff in order to deliver consistently good or better teaching and learning in the department.
- **Specialism:** To ensure that the work in the curriculum area fully reflects the Academy's vision distinctive specialisms.
- **Schemes of work:** To ensure long, medium and short term schemes of work are produced and reviewed on a regular basis, inline with the Academy's procedures for schemes of work.
- **Transition arrangements:** To work closely with the Phase Leaders to manage the introduction of new learners into the department and the smooth mid-year transfer of learners to alternative providers as required.
- **Personal Development of Students:**

To work with subject teachers, year leaders and form tutors in ensuring that whilst within English all learners have:

- an inclusive and engaging learning experience
- a safe and secure working environment;
- appropriate individual support and guidance;
- opportunities within English to experience enrichment activities and to undertake wider responsibilities and leadership roles;
- have a consistent positive experience of behaviour management and high expectations for following the Academy's conduct and standards whilst within English

- are encouraged to enjoy and achieve within English
- **Record Keeping:** To ensure that student attendance and performance data is effectively collected and recorded within English
- **Communication with Parents:** To ensure that Academy systems are used in order to secure effective communication with parents at all times, keeping them equally well informed of successes and difficulties.
- **Management of staff:** To be responsible for the efficient and effective deployment and operation of the subject's teaching/technicians/support staff. Including:
 - undertaking staff Performance Management Review(s) and to act as reviewer for a group of staff within the subject area;
 - making appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the subject area liaising with the Cover administrator/relevant staff to secure appropriate cover within the subject area;
 - participating in any departmental interview process for teaching posts when required and to ensure effective induction of new staff in line with Academy procedures.
 - promoting teamwork in order to motivate staff and to ensure effective working relations.
- **Routine Procedures:** To ensure that the department follows all Academy policies and procedures; meets all deadlines, including for the production of student assessment data, reports, etc; and follows health and safety guidelines.
- **Student voice and Student Council:** to support students in developing their leadership skills through providing opportunities to participate in student voice activities.
- **Enrichment activities:** To ensure that the department provides an appropriate range of enrichment activities for all students.
- **Progression and Sixth Form Programme:** To support appropriate progression from departmental courses and to actively promote progression to the academy sixth form.
- **Review and Evaluation:** To prepare reports as required for the Principal and Governors on developments within the department.
- **Resources:** To be responsible for the effective use and deployment of resources within the department.
- **Examinations:** To work with the Academy's Examinations Officer in ensuring the effective management of departmental exam and coursework entries.
- **Caring for Customers** - To continually review, develop and improve systems, processes and services in support of the Academy's pursuit of excellence in service delivery. To recognise the value of its people as a resource.
- **Valuing Diversity** - To be responsible for contributions to the achievement of the Academy's Valuing Diversity Policy, both in your work and in your role as a leader through

the implementation of the supporting action plans. To provide a supportive open environment where all employees have the opportunity to reach their full potential. To ensure that the Governors are encouraged to share in and reflect policy in their work.

- **Developing Self and Others** - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development.
- **Safer Recruitment** - This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

The post holder may be required to carry out any other duties determined by the Principal and commensurate with the post.

Date job description updated: February 2017

Job description prepared by: Richard Senior