

Job Description: Head of English

Reporting to:	A member of the SLT
Line Management of:	English teaching staff
Start date:	June 2017 or September 2017
Salary:	Ark MPS (£26,791 - £37,828) plus TLR 1b (£9,378)
Disclosure level:	Enhanced

The Role

The post holder will lead in the design of an engaging and challenging curriculum that inspires children to appreciate the subject and its application.

This role requires an outstanding and confident classroom practitioner of English and literacy who is able to demonstrate the very highest standards of teaching

Key responsibilities

- To lead and manage the subject area
- To be accountable for student progress and attainment levels within the subject area
- To ensure that strategies are in place to maximise levels of attainment in English
- To oversee the role of the lead teacher of literacy and reading
- To develop and enhance the practice of other members of staff in the subject area
- To contribute to the strategic leadership of the Academy, developing, implementing and evaluating systems, policies and procedures
- To actively promote the Academy and liaise with outside agencies as necessary, representing the Academy or Ark as appropriate
- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld
- To contribute to discussions and decisions at Extended Leadership Team meetings
- To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
- To be active in issues of staff and student welfare and support

Curriculum and Assessment

- To design an engaging and challenging English curriculum that enables all students to enjoy the subject and achieve at the highest level, supported by detailed schemes of learning which ensure consistency and coherence across English teaching
- To teach and model the delivery of outstanding lessons that motivate and inspire students, equipping them with the knowledge and skills needed to achieve at the highest levels
- To review and develop the curriculum, involving subject staff and students
- To keep up to date with national developments in the subject area at each key stage and teaching practice and pedagogy
- To liaise with partner schools, feeder schools, universities and HE institutions, sharing and learning best practice and using it to inform the practice of the subject team

- To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels and to disseminate this knowledge to staff
- To set, oversee and evaluate regular, relevant and diagnostic assessments for students ensuring that they are carried out consistently by all subject staff and standardised /moderated thoroughly
- To ensure that all student data is understood, interpreted and utilised by all subject staff to modify planning and personalise support
- To ensure that a range of enrichment and extension activities are offered to and taken up by students to enhance their literacy skills, confidence in and love of the subject and attainment levels
- To ensure that book weeks, poetry days, subject-related competitions, trips and visits take place regularly
- To play an active role in English teacher networks, e.g. in Redbridge and at ARK
- To ensure that statutory requirements are met
- To ensure that all subject staff are marking, assessing and providing feedback in line with best practice and Academy policy at all times

Monitoring and Evaluation

- To monitor the effectiveness of teaching and learning within the subject area, through regular lesson observations, book looks and other data collection methods
- To ensure that all staff have short, medium and long term plans to deliver highly effective lessons and schemes of learning
- To regularly and forensically review the attainment and progress of all students, groups and subgroups with subject staff and plan, implement and oversee support and interventions
- To produce reports as required on student attainment and progress
- To liaise with all appropriate personnel regarding support for student progress, including SENCO, SLT and parents/carers
- To ensure that all Academy policies are implemented consistently by subject staff

Strategic Leadership

- To lead the development of whole school literacy: training and supporting all staff as teachers of reading and role models in the use of standard English, and supporting all teaching staff in the development of students' extended writing and effective speaking and listening
- To lead colleagues in the subject area in formulating aims, objectives and strategic plans for the team which support and complement those of the Academy
- To plan the deployment and development of staff expertise to achieve subject Team Improvement Plan objectives

Staff Development

- To support the development and training of subject staff (teaching and operational), ensuring that their CPD needs are met, and all staff in terms of literacy development across the Academy
- To establish a structure for mentoring, coaching and line managing staff in the subject area, including NQTs and BTs as appropriate

- To act as Performance Manager for members of the subject area, carrying out PM reviews in line with the Academy's policy and setting challenging and appropriate targets
- To support other members of the team in discharging their PM duties and to monitor the effectiveness of PM arrangements within the subject team
- To participate in the recruitment process for members of the subject team
- To ensure effective induction of new staff in line with Academy procedures
- To promote teamwork and to motivate staff to ensure effective relations
- To be responsible for the deployment of staff and the day to day management of subject colleagues, acting as a positive role model
- To provide advice to colleagues on threshold progression, career development etc.
- To support and challenge team members, including in circumstances when they are underperforming
- To organise effective team meetings with relevant agendas centred on teaching and learning and raising attainment

Resources

- To effectively manage and deploy teaching and operational staff in the subject area
- To effectively manage the subject area's budget in order to progress agreed team and Academy priorities, maximize attainment and ensure value for money
- To effectively manage physical resources, stock and subject accommodation in order to maximise attainment levels and maintain an environment conducive to learning
- To ensure that risk assessments and health and safety checks are carried out in line with Academy policy

Other

- To act as a co-tutor and BRIDGES mentor
- To meet the expectations of all INA staff as laid out in the Staff Expectations Policy
- To uphold all Academy policies with consistency and diligence
- To undertake any other professional duties as set down in the ARK Schools pay and conditions of service document, and as directed by the Principal.