

Haydock High School



Job Description

1. INTRODUCTION

1.1 **NAME OF POSTHOLDER:** _____

1.2 **JOB TITLE:** Head of English

1.3 **STATUS:** Permanent

1.4 **Specific Accountabilities:**

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- Raise standards of student attainment and achievement within the whole curriculum area and monitor and enhance student progress.
- Be accountable for student progress and development within the subject area.
- Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the school's aims and curricular policies.
- Be accountable for leading, managing and developing the subject/curriculum area.
- Manage effectively and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum area.

1.5 **Line Management:**

- Reporting to – agreed SLT link
- Responsible for - designated teaching staff and specified support staff within the Department

1.6 **Liaising With:**

- Headteacher, Senior Leadership Team, Governing Body, teachers and support staff, LA representatives, external agencies and parents.

1.7 **Salary Scale:**

- Classroom Teachers' Pay scale, plus TLR 1A

1.8 **Working Time:**

- Full time as specified within the STPCD

1.9 DBS Disclosure Level

- Enhanced

2. TEACHING

- 2.1 Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- 2.2 As part of your contractual obligations you may be required to teach identified classes in our partner primary and high schools as part of our outreach work, either here at Haydock or in those schools.

3. LEADERSHIP ROLE

- 3.1 Lead the development of teaching and learning to ensure student progress and achievement.
- 3.2 Monitor and actively follow up student progress.
- 3.3 Lead the development of appropriate syllabuses, resources, schemes of work, marking policies and assessment in the department.
- 3.4 Work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- 3.5 Lead and manage the planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the school.
- 3.6 Work collaboratively with other curriculum leaders to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- 3.7 Be responsible for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- 3.8 Implement school policies and procedures, e.g. Equal Opportunities, Health and Safety,
- 3.9 Ensure that health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Co-ordinator or Business Manager.

4. LEADERSHIP OF CURRICULUM

- 4.1 Liaise with the linked SLT member to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements school self-evaluation and the Strategic School Improvement Plan.
- 4.2 Be accountable for the development and delivery of this curriculum area.

5. LEADERSHIP OF CURRICULUM DEVELOPMENT

- 5.1 Lead curriculum development for the whole department.
- 5.2 Keep up to date with national developments in the subject area and teaching practice and methodology.
- 5.3 Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- 5.4 Liaise with the SLT link to maintain accreditation with the relevant examination and validating bodies.
- 5.5 Be responsible for the development of literacy within this curriculum area.
- 5.6 Ensure that the development of English is in line with national developments.

6. LEADERSHIP OF STAFF

- 6.1 Work with the nominated SLT link to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 6.2 Continue own professional development as agreed with SLT link.
- 6.4 Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- 6.5 Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
- 6.6 Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- 6.7 Promote teamwork and to motivate staff to ensure effective working relations.
- 6.8 Participate in the school's ITT programme.
- 6.9 Be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

7. QUALITY ASSURANCE

- 7.1 Ensure the effective operation of quality control systems.
- 7.2 Support the whole school process of the setting of targets within the department and to work towards their achievement.
- 7.3 Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- 7.4 Contribute to the school procedures for lesson observation and self-evaluation.
- 7.5 Monitor the standards of teaching within the department.
- 7.6 Monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.

- 7.7 Seek/implement modification and improvement where required.
- 7.8 Ensure that the department's quality procedures meet the requirements of self-evaluation and the School Strategic Development Plan.

8. MANAGEMENT INFORMATION

- 8.1 Ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- 8.2 Make use of analysis and evaluate performance data provided.
- 8.3 Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- 8.4 Produce reports within the quality assurance cycle for the department.
- 8.5 Produce reports on examination performance, including the use of value-added data.
- 8.6 In conjunction with the relevant SLT member, manage the department's collection of data.
- 8.7 Provide the Governing Body with relevant information relating to the departmental performance and development.

9. COMMUNICATIONS AND LIAISON

- 9.1 Ensure that all members of the department are familiar with its aims and objectives.
- 9.2 Ensure effective communication/consultation as appropriate with the parents of students.
- 9.3 Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- 9.4 Represent the department's views and interests.
- 9.5 Contribute to the planning and delivery of school liaison activities.
- 9.6 Lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- 9.7 Promote actively the development of effective subject links with external agencies.

10. MANAGEMENT OF RESOURCES

- 10.1 Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- 10.2 Work with the relevant SLT member to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

11. PASTORAL SYSTEM

- 11.1 Monitor and support the overall progress and development of students within the department.
- 11.2 Monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 11.3 Act as a Form Tutor if required and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- 11.4 Contribute to PSHE, Citizenship and Enterprise according to school policy.
- 11.5 Ensure the behaviour management system is implemented in the department so that effective learning can take place.

12. SCHOOL ETHOS

- 12.1 Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- 12.2 Support the school in meeting its legal requirements for worship.
- 12.3 Promote actively the school's corporate policies.
- 12.4 Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- 12.5 This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

13. SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Teacher)

Dated
(Teacher)

Signed
(Headteacher)

Dated
(Headteacher)

