

JOB DESCRIPTION

HEAD OF ENGLISH

Job Title:	Head of English
Reporting To:	Assistant Principal/Vice Principal
Reporting Lines:	TBC
Salary:	L7 – L11

Role Purpose:

- Working with the Assistant Principal/Vice Principal, to provide strong leadership of the Department which provides first class teaching and learning opportunities for students and staff.
- To instigate and develop an innovative approach to English that will stimulate all students to achieve their potential.
- To establish strong cross-curricular links with other departments including helping to establish key numeracy skills.
- To work with the Assistant Principal/Vice Principal, to provide an integrated and distinctive approach to teaching and learning.
- Any other reasonable tasks requested by the Principal.
- To ensure and maintain a positive, calm learning environment through endorsing appropriate behaviour of students in line with the Academy values of *Ready, Respectful and Safe*;
- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling the Trust's values in all aspects of the role.

Responsibilities:

Strategic Management

- To develop and implement the English Department's strategy for a Key Stage so that it integrates with the major objectives of the Academy and Department Development Plans.
- In conjunction with the Assistant Principal/Vice Principal, to set strategic targets for teaching and learning in English and achievement in Key Stage 3.
- To help develop and implement partnerships to support the Dance curriculum.

Curriculum Management to include:

- Designing a broad curriculum in English for a Key Stage that meets the aims of the Academy and the needs of all students.
- Ensuring that innovative and appropriate approaches to learning are made available to students with specific learning needs, for example: those with a low skill base, hearing or visual impairment and the very able.
- Evaluating National and International initiatives to promote learning and incorporating appropriate elements into the Academy's strategy for English at Key Stage 3.
- Working with the Assistant Principal/Vice Principal, to agree schemes of work so that the content of courses is complementary and so provides students with a broad understanding of Science and its links with other fields of study.
- Ensuring that the statutory requirements of the National Curriculum are met.
- Evaluating the design and delivery of the curriculum for a Key Stage in Dance; continuously striving to improve all aspects.
- Monitoring and evaluating progress towards meeting student achievement targets.
- Ensuring that there is effective assessment, recording and reporting system for student progress.
- Regular monitoring of the external and internal environment so that appropriate ICT initiatives continue to influence and improve learning for students and staff.

People Management

- Creating an environment of open-mindedness, fairness and harmony between groups and individuals.
- Working proactively with the Assistant Principal/Vice Principal, to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes.

Accountability**Key Performance Indicators:**

- Percentage of students gaining GCSE English Grade 9-4 measured against targets.
- Percentage of students gaining GCSE English Grade 9-1 measured against targets.
- 'Added value' from entry to KS3 TA and GCSE exam results.
- Proportion of English lessons formally observed to be good/outstanding.

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- Ability to contribute towards the Academy's and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Ability to demonstrate academic ambition for all students; a genuine passion and belief in the potential of every student;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
- To be an ambassador for the Academy in dealing with external persons, and to be an admired and respected member of the team by internal staff and pupils/students;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours;
- Experience of working with children with social, emotional and behavioural needs and knowledge of and experience of working with external agencies and voluntary groups is desirable.

Qualification Criteria:

- A strong academic track record to degree level and above;
- To hold Qualified Teacher Status (QTS);
- Evidence of ongoing Continuous Professional Development.

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- Share the Trust's and the Academy's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the Academy;
- Ensure that all duties and services provided are in accordance with all Turner Schools policies and the Academy's procedures in line with staff code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance management process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Principal/Senior Leadership Team not listed above;
- To be a key part of the life of the Academy community, to support both the values, vision and ethos of the Academy and the Trust, and encourage students to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools 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.

Acceptance:

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....

DRAFT