



Hatton Academies Trust

Job Description

Post Title:	Head of English
Post Holder:	
Reporting to:	Vice Principal
Salary Grade:	Hatton Academies Teacher Scale + TLR 1c
Full Time / Part Time:	Full Time

Job Purpose

- Responsibility for teaching and learning, achievement and attainment within the English faculty.
- To inspire their faculty colleagues and all students who study in their curriculum area with a love for their subject, leading them to explore it and value it for their whole life.
- Organisation of the delivery of the subject in the academy.
- To contribute to the development and maintenance of whole faculty and academy strategy, policies and ethos.
- The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

Specific Responsibilities: Head of English

A. Strategic direction and development of the subject

- Develop and implement policies and practices which reflect the academy's commitment to high achievement through effective teaching and learning.
- Lead high expectations of staff and students to ensure an ongoing improvement in outcomes.
- In collaboration with the Senior Leadership Team to lead and implement an effective and appropriate subject curriculum for our students at all relevant key stages that will enable them to achieve their best and meet national requirements.
- Have an enthusiasm for the subject which motivates and supports other subject staff as appropriate and encourages a shared understanding of the contribution the subject can make to all aspects of students' lives.
- Display a developing and professional knowledge base together with the ability to identify the key implications for subject development.
- Use relevant school, local and national subject data to inform targets for development and further improvement for individuals and groups of students.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

- Recognise and implement clear targets for achievement in each subject area within the faculty and evaluate progress through the use of appropriate assessments and records and regular analysis of this data.
- Establish and implement a variety of systems and processes which provide good information gathering about students' prior learning, their progress and achievements and the quality of teaching and learning in the subject.
- To be responsible for the creation and execution of the yearly subject department SEF and Improvement Plan. This will identify clear targets, times-scales and success criteria and contribute to the whole academy SEF and Academy Improvement Plan.
- Develop plans for each subject within the faculty which identify clear targets, times-scales and success criteria for its development and/or maintenance.
- Support, facilitate and monitor the progress of the subject department and faculty improvement plans.
- Regularly review and take responsibility for the progress towards the targets set in the subject department improvement plan and provide regular progress updates to the Senior Leadership Team to ensure that they are fully aware of all successes, issues and concerns.
- Attend relevant academy meetings.
- Support, inform and contribute in line with expectations of the Senior Leadership Team to Faculty meetings.

B. Teaching and learning

- Lead the subject staff in the teaching of the subject areas within the faculty, and provide a role model for high quality teaching and learning in the subject, in line with improvement plans.
- Keep abreast of new developments in content and teaching style, including use of new technologies.
- Monitor and evaluate the subject's specification and schemes of work.
- Ensure the creation, consistent implementation and improvement of each of the subject schemes of work.
- Ensure that all subject staff follow the agreed syllabus/specification and schemes of work.
- Ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times. To ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group (except where some sets are following accelerated courses).
- Initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities related to the subject.
- Provide regular feedback and INSET to subject and faculty colleagues on teaching and learning which recognises good practice and supports their progress.
- Use a variety of methods to monitor and evaluate the teaching and learning offered by the subject, and take appropriate action to improve further the quality of teaching and learning.
- Take an active role in the whole-academy monitoring of teaching and learning through lesson observation, learning walks, departmental reviews and marking/work scrutiny and other activities as appropriate according to academy and faculty policy.

- Provide quality assurance monitoring and intervention with all subject staff as identified by subject / faculty and academy leaders.
- Monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside colleagues where appropriate, analysing work and outcomes.
- Provide regular feedback to the Senior Leadership Team to help the academy evaluate its practice.
- Ensure that subject staff are aware of the implications of equality of opportunity which the subject raises.

C. Leading and managing staff

- Give necessary help and guidance to all subject staff.
- When requested by the Senior Leadership Team, to help in the appointment of teaching staff for the subject/faculty.
- Where appropriate to oversee staff induction and NQTs in the subject/faculty
- Ensure that all subject staff understand, and are actively implementing, the key aspects of the academy's behaviour and inclusion policies.
- Assist members of the subject / faculty in student discipline matters.
- Under the direction of the Senior Leadership Team to secure, maintain and integrate the collaborative effort of the faculty so that involvement, commitment and team spirit within the faculty are promoted.
- Ensure that subject staff are familiar with and follow all academy and faculty policies e.g. reports, disciplinary procedures, setting and marking of work.
- Assist the Co-Principals in drafting reports and references on present and past members of the department.
- Under the direction of the Head of Faculty/Senior Leader, to ensure the effective management of support staff in the department.
- Alert the Senior Leadership Team of any complaints regarding subject staff and discuss strategies for the support of teachers as required.
- Implement and promote the use of appraisal to develop the personal and professional effectiveness of subject staff.
- In conjunction with the Senior Leadership Team to ensure that all subject staff have high quality professional development opportunities.
- Work with the Senior Leadership Team where concerns are raised regarding staff performance and outcomes to improve key indicators
- Take initial responsibility for the pastoral care and welfare of all subject staff.

D. Resource Management

- To maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.
- Administer efficiently and effectively the resources and capitation as devolved by the Senior Leadership Team
- Ensure that the teaching areas allocated to the subject department are kept in good order.
- Ensure colleagues create a stimulating learning environment for the teaching and learning of the subject.
- Be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.
- Where appropriate to discuss department timetable schedules with all members of the department as indicated by the Senior Leadership Team

- To undertake any reasonable request by a senior leader relevant to this post or level of responsibility payment.

Signed by employee _____

Date _____

Signed on behalf of the Academy _____

Date _____