

PARADIGM TRUST

JOB DESCRIPTION		
Post Title: Head of English	Grade:	L13 – L16 (negotiable)
Department: English		
Responsible to: Principal / Associate Principal		
Responsible for: The operational and strategic management of the academy, department, staff and the provision of an appropriate learning experience for all students.		

MAIN PURPOSE OF THE JOB

1. To be a member of the Senior Leadership Team (SLT) with collective responsibility for the safe and smooth operational running of the academy.
2. To contribute to, the SLT and the strategic on-going development of the academy.
3. To provide professional leadership and management for the department.
4. To ensure provision of an appropriately broad, balanced and differentiated curriculum for students studying in the department in accordance with the National Curriculum, aims of the Trust and curriculum policies.
5. To provide a vision by achieving a commitment to a set of values, and guiding and inspiring colleagues in order to secure high quality teaching, effective use of resources and improvements in standards of learning and achievements for all students.
6. To undertake an appropriate programme of teaching commensurate with the grade and responsibilities of the role
7. To develop and enhance the teaching practice of others.
8. To monitor and support the overall progress and development of students within the department and as a base group tutor.
9. To develop and encourage English in its widest context beyond the normal school day.
10. To liaise and work closely with other subject leaders, especially those of EBACC subjects to ensure that student performance is tracked across the curriculum as well as within the subject area.

MAIN (CORE) DUTIES

The position will carry with it the following responsibilities:

Strategic and Operational Direction and Development

1. Develop and implement policies and practices for the department, which reflect the Trust's commitment to high achievement and effective teaching and learning.
2. Create a positive working ethos for staff in order that they are able to develop and maintain positive attitudes.
3. Develop an understanding of how the department can contribute to the spiritual, moral, cultural, mental and physical development of students and prepare them for the opportunities, responsibilities and experiences of adult life.
4. Analyse and interpret data to identify underachievement and inform policies, practices, expectations, targets and pedagogy.
5. Draw up with relevant staff, short, medium and long term plans for the development and resourcing of the department.
6. Monitor the progress made in achieving plans and targets and use the analysis to guide further improvement.

Curriculum Provision and Development

1. Ensure the delivery of an appropriate, comprehensive curriculum programme.
2. Provide for effective curriculum coverage, continuity and progression for all students.
3. Keep up to date with national developments in the department and teaching practice and methodology.
4. Actively monitor and respond to curriculum developments and initiatives at local, regional and national level.

Teaching, Learning and Monitoring

1. Ensure that learning objectives, subject specific aims and content of schemes of work are consistent across the department.
2. Provide guidance and support in the development of teaching methodology and practice.
3. Evaluate teaching within the subject. Identify effective practice and areas for improvement and take necessary action to develop the quality of teaching.
4. Ensure the effective development of student's independent and collaborative learning skills.
5. Ensure the effective operation of, and participate in quality assurance and control systems and cycles.
6. Assist in the process of setting targets within the department and work towards their achievement.
7. Participate in the monitoring and evaluation of the department in line with agreed whole school procedures.
8. Support the establishment and maintenance of agreed standards of practice within the department.

Staffing

1. Work on behalf of the Senior Leadership Team (SLT) to ensure that staff development needs are identified and that appropriate programmes are in place to meet those needs.
2. Contribute to performance management and act as team leader for designated staff.
3. Participate in the school's ITT and other programmes.
4. Promote teamwork and motivate staff to ensure effective working relationships.
5. Ensure the effective deployment of support staff.
6. Identify resource needs and priorities for the department and allocate with maximum efficiency to ensure that the objectives of the Trust and Department are met alongside the principles of best value.

Management Information

1. Ensure the maintenance of accurate and up to date information on the management information system.
2. Assist in the use, analysis and evaluation of performance data.
3. Support the production of quality control reports.
4. Ensure that examination entries and examination performance data are accurate.

Communication and Promotion

1. Ensure that all members of the department are familiar with its aims and objectives.
2. Ensure effective communication with parents/carers and other stakeholders.
3. Liaise with other schools, higher education, industry, corporate partners and examination bodies.
4. Contribute to all promotional activities.
5. Contribute to the development of effective links with feeder and partner schools and community groups and organisations.

Management of Resources

1. Monitor the effective and efficient use and organisation of learning resources, including ICT.
2. Explore opportunities to develop resources using a wide range of internal and external sources.
3. Ensure an effective and stimulating environment for the teaching and learning of the curriculum.
4. Establish and maintain a safe working and learning environment in which all risks are properly assessed.

Learning

1. Monitor and support the overall progress and development of students in the department.
2. Act as a base group tutor and carry out the duties associated with the role as outlined in the generic job description.
3. Support and assist in the implementation of the behaviour management system within the department.

Teaching

1. Undertake an appropriate programme of teaching in accordance with the duties of a leadership pay spine teacher.

Additional Duties

1. Play a full role within the life of the school community and support its ethos and encourage all staff and students to follow this example.
2. Promote and support all school policies.
3. Continue personal professional development.

In addition to the above, specific responsibilities, the post holder will carry out any other reasonable duties relevant to the role as directed by the Principal

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice within the Trust.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

SAFEGUARDING

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.

Signed _____ **Date** _____
Postholder

Signed _____ **Date** _____
Principal

PARADIGM TRUST

**Person Specification:
Head of English**

Education, Qualifications & Experience	<ol style="list-style-type: none"> 1. Educated to degree level or equivalent. 2. Qualified teacher status. 3. Has recent, relevant experience of teaching. 4. Recent and relevant professional development.
Knowledge, Skills & Understanding	<ol style="list-style-type: none"> 5. Has the knowledge and understanding of current and national issues in relation to student development, student progress and raising achievement at KS3&4. 6. A deep and broad knowledge of the relevance of English and associated curriculum areas, including a sound understanding of assessment. 7. Knowledge of the use of data, tracking and target setting to raise attainment at individual student, group and cohort level. 8. Ability to communicate effectively, both orally and in writing with a range of audiences. 9. Proven senior leadership and management, administrative and organisational skills.
Planning, Teaching & Class Management	<ol style="list-style-type: none"> 10. Plans teaching and personalisation to achieve progression in students' learning. 11. Ensures effective teaching of whole classes, groups and individuals within the department. 12. Makes effective use of assessment information on student's attainment. 13. Has high disciplinary standards and can manage difficult behaviour.
Monitoring, Evaluation & Review and Accountability	<ol style="list-style-type: none"> 14. Has the skills and aptitude to lead and manage a department and to be accountable for departmental outcomes at SLT. 15. Is able to monitor student and staff performance. 16. Is able to evaluate and review progress and evaluate change.

Other Professional Requirements	<p>17. Has the ability to plan and lead on whole-school initiatives.</p> <p>18. Successful practice that embodies the principles and values of Paradigm Trust.</p> <p>19. A willingness to initiate and participate in both cross curricular and extra-curricular activities, as well as demonstrating successful involvement in all aspects of school life.</p> <p>20. Has the ability to work with parents/carers, external agencies and the wider community.</p> <p>21. Is determined to promote a culture that celebrates success.</p> <p>22. Is a strong role model for staff and students including having excellent attendance and punctuality.</p> <p>23. Is flexible, able to work under pressure and meet deadlines.</p>
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This post is subject to an enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and will be subject to rechecking as appropriate.