

HEAD OF ENGLISH

1. Job Purpose

Under the direction of the Head, and within an educational plan, to provide outstanding care and develop the education of children, using specialist knowledge and experience. This involves undertaking tasks related to classroom and extra-curricular activities, the delivery of the designated and enriched curriculum, raising standards through continuous self-evaluation and providing high standards of supervision and pastoral care.

2. Main duties and responsibilities

Management responsibilities

- a) To manage and support the Teachers and Assistants of English to enable them to meet the Development Plan targets for English.
- b) To manage and support the Librarian.
- c) To manage the curriculum and teaching & learning development in English from the Foundation Years through KS1 and KS2 through to KS3, where appropriate.
- d) To actively support continuous improvements within the school.
- e) To manage the development and procurement of resources for English.

Educational skills and responsibilities

- a) To plan, prepare, deliver and develop the designated English curriculum to the required children in the school.
- b) To seek out and promote opportunities for enrichment in the subject to pupils, parents and staff.
- c) To oversee the activities of a class of children in order to ensure their safety, facilitate their educational development and develop a supportive and caring relationship.
- d) To provide care, attend to children's personal needs and undertake activities necessary to meet the physical, emotional and educational requirements of individuals, groups or a class of children. This will require knowledge of a range of strategies and a high level of skills developed through experience.
- e) To co-teach and support other class teachers in delivery of the curriculum as required within a standard teaching timetable.
- f) To promote high standards, progression, continuity and quality of learning.
- g) To deliver educational work programmes by taking responsibility for long, medium and short term planning, taking into account differentiation, within an agreed framework and to specific timescales. This may be in a specific area of competence, specialist knowledge or experience.
- h) To observe children as individuals and in groups and monitor behaviour, progress and possible developmental needs utilising specialist knowledge and experience.
- i) To regularly and constructively mark children's work in line with the school's policies.
- j) To maintain accurate and up-to-date records of children's progress as part of the monitoring and reviewing of educational work programmes and develop future programmes and plans, as and when appropriate.
- k) To plan for, manage and support the time, planning and activities of Teaching Assistant(s) assigned to support the teaching and learning in the classroom.
- l) To assist and provide support to less experienced Teachers, as and when required.
- m) To adhere to the school's policies with special reference to the learning support, child protection, equal opportunities policies and to help promote inclusion in the school.

General Responsibilities

- a) To provide simple first aid, when necessary, and take all reasonable measures to ensure health and safety in the classroom and other relevant areas within and outside the school premises.

- b) To plan, prepare and manage display materials and teaching aids, undertake and/or delegate simple maintenance and repairs and clean and tidy up after use.
- c) To prepare and operate the use of IT and other equipment and undertake any other practical tasks on equipment used as teaching aids.
- d) To prepare, manage and run at least one extra-curricular activity at lunch time or after school each week.
- e) To supervise children outside the classroom including in playgrounds, dining areas or on visits outside the school premises.
- f) To undertake other relevant duties allocated at the discretion of the Head or other designated manager.

Hours of work

- a) Hours of work are from 8.00am to 5.00pm. Additional hours may be required on occasions for example attendance at parents' evening and events.

Person Specification for Head of English

Essential

Be able to demonstrate experience as a highly professional teacher with a variety of teaching strategies able to work with a class of mixed ability children with a variety of complex needs and take responsibility for the delivery of an educational programme. Be a qualified English specialist teacher.

AND

Have a recognised relevant teaching qualification (Cert. Ed., BEd or PGCE).

- To have empathy, humanity, compassion and a fair-minded approach to children.
- To have an ability to raise standards of achievement by setting high expectations of children.
- To be able to demonstrate enthusiasm, energy and creativity in their teaching.
- To be dedicated to inspiring children but still retain a sense of humour and demonstrate patience.
- To be well-organised and a good time manager but still be flexible enough to adapt their approach to meet the needs of the children.
- To be a good communicator and listener with children and adults.
- To be able to give evidence that they can work as part of a team.
- To have an understanding of Equal Opportunities and Inclusion along with an ability to ensure that each child is treated as an individual, with recognition that stereotypes need to be handled in a sensitive way.
- To have a commitment to the importance of the involvement of parents in the learning process.
- To have an ability to support effective pupil discipline in a positive context and to promote well-ordered and self disciplined behaviour.
- To have an understanding of responsibilities with regard to the health and safety of pupils in their care.
- To have a high degree of discretion and professional integrity to ensure that the school's reputation is not damaged by breaches of confidentiality or informal communications within and outside the school's community.

Signature

Date