

Job Description



POST:	Head of English
RESPONSIBLE TO:	Assistant Principal
SALARY:	£25,714 - £41,604 + TLR 1b
KEY RELATIONSHIPS:	Department colleagues, Line Manager, Senior Leadership team, Heads of Year, Post 16 Team
LOCATION:	Bishop Walsh Catholic School
WORKING PATTERN:	Full Time
DISCLOSURE LEVEL:	Enhanced – Bishop Walsh School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	<ol style="list-style-type: none">1. Regularly supervised with work checked by supervisor2. Left to work within established guidelines subject to scrutiny by supervisor3. Plan own work to ensure the meeting of defined objectives

Members of staff at Bishop Walsh School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

JOB PURPOSE:

The post holder will be responsible for ensuring that an ambitious, coherently planned and sequenced curriculum for English is in place for all learners so that they acquire the knowledge, cultural capital and skills to secure the best possible outcomes and fully prepare them for life after school

Teaching

Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a **teacher:**

- Consistently meet all of the DfE Teacher standards and role model highly effective teaching and learning
- Be accountable for the performance of pupils within allocated classes
- Follow all school policies around teaching and learning and adhere to the school code of conduct
- Report on the progress of these students in accordance with faculty and whole school policy

- Participate fully in the school performance management processes
- Take responsibility for own professional development to ensure full understanding of quality delivery and provision

Professional Leadership Responsibilities

- Model Catholic moral purpose and an enthusiasm for making a positive difference for children through the Gospel values, and to engender in others the belief that schools are integral to in changing lives for the better and for improving life chances
- Create and contribute to a positive culture of high achievement and standards across the school and in all aspects of school life.
- Contribute to whole school strategic planning and development at department level and wider
- Support in whole school monitoring of the quality of teaching and learning and in the implementation of effective CPD.
- Provide effective line management for designated responsibilities and report back accordingly
- Take a strategic role as a middle leader to role model outstanding teaching and learning and role modelling this for staff.
- Deputise for the Leadership team as required.
- Implement strategies that consistently secure the very best behaviour for learning from pupils
- Take pride in and reward the achievements of staff and students.
- Ensure that all leadership policies and strategies are positively supported and implemented as directed and hold department members to account if they are not.
- Support in the development of whole school improvement as directed
- Undertake all reasonable duties as directed by the Principal and by proxy the leadership team) (including after school events), and participate in the 'On-Call' system as well as being an effective presence on the corridor during lesson changeover
- Support in the delivery of whole school PSHE, British Values, CEIAG and Catholic Life curriculum provision as directed
- Be a positive and effective presence in and around school ensuring that high standards are consistently met in line with the vision of the Principal.
- Address any members of staff who fail to follow school policy or do not adhere to the School Code of Conduct
- Present and prepare documentation and impact reports as required for line management, SLT, Governing Body, Inspections, etc.
- Be part of the school performance management process as directed by school policy.
- To ensure all health and safety regulations are met within subject area and that department members are compliant

Specific Roles and Responsibilities

- Create vision, sense of purpose and a positive culture in which department members feel valued and developed and strive to be successful within the Catholic ethos of the school.
- Secure the very best outcomes for all pupils in English and Re Sit English (including those pupils not in teacher's assigned class) through high quality teaching and learning and quality curriculum and assessment delivery understanding thoroughly the examination requirements for pupils.
- Analyse ongoing assessment data effectively and thoroughly and employ intervention strategies across the department as appropriate and as necessary when directed.
- Provide effective subject based CPD to department members that is based on the latest research and evidence.
- Keep up to date with latest developments in teaching and learning, curriculum and assessment through liaison with partner schools, membership of local and wider subject development groups including through online means.
- Develop a thorough and comprehensive knowledge rich curriculum for all key stages and ensure schemes of work are developed accordingly and as directed

- Manage resources effectively. For example by deploying staff (cover etc) and managing capitation effectively.
- Develop department policies around teaching and learning, assessment, curriculum and behaviour for learning and include in a department handbook
- Produce and monitor an annual subject development plan focussed on improving the quality of curriculum and assessment
- Line manage TLR holders within the department as appropriate and distribute this leadership effectively throughout
- Hold regular department meetings that are focussed on improving outcomes and developing high quality teaching and learning. Ensure valuable meeting time is used effectively on staff development and pupil outcomes (rather than on administrative tasks that can be completed at other times)
- Ensure all department members are kept up to date and well informed of strategies, policies, developments etc
- Conduct regular learning walks and work scrutiny in order to monitor the quality of provision at all levels. Include department members in this process
- Work closely with Key Stage coordinators to plan effective CPD and training, develop schemes of learning and implement comprehensive Intervention programmes
- Oversee opportunities for pupils to access wider school enrichment including creating links with external agencies such as Universities.
- Take full responsibility for the designated key stage/subject you have been allocated within your department.
- To work closely with senior colleagues and SENCO to ensure that an effective reading strategy is in place that ensures all pupils are able to read at the appropriate age and able to access the academic vocabulary required of them
- **To Lead the media course as part of the department**

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Principal or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Principal. He/she is required to meet the standards set out in the school code of conduct.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

Job Description – Head of English

All staff will be qualified to work with children and to have undertaken relevant DBS checks.