

JOB DESCRIPTION Department: English

Job Title: Deputy Head of English

Responsible to: Head of Department English

Responsible for: Key stage, Progress of the more able students, and line management of staff.

Duties:

General professional duties of all teachers are specified in the Conditions of Employment (see relevant section in the Staff Handbook) In addition, the successful candidate will be expected to work alongside and report to the Head of department of English to support, hold accountable, develop and lead a team of staff to ensure high standards of teaching and learning and the wellbeing of staff and students, within the department.

Specific Responsibilities:

- Assist the HOD English in the development and evaluation of the department improvement plan, including curriculum review and planning.
- To be a model of excellent practice of teaching and learning in order to give English teachers advice and guidance on improving the quality of learning
- Identify pupils who are underachieving and ensure appropriate and reasonable strategies are put in place to support them in their English subject (closing the gap)
- Agree an area of responsibility according to your strengths (e.g. KS3: GCSE or A level)

Leadership of Teaching and Learning:

To support the HOD English in the following:

- Ensure there is clear vision as to how the subject should be taught and developed.
- Ensure that a subject's delivery meets statutory requirements.
- Promote and develop high quality teaching and learning within English.
- Contribute to and support the induction of new staff.
- Contribute to and support the professional development of departmental staff.
- Contribute to the performance management of departmental staff.
- Ensure that all staff have high expectations of students.
- Ensure the effective use of data to promote students learning and target setting is well embedded into the department.
- Identify underachieving pupils and ensure appropriate intervention

Management:

- Work alongside the HOD English in producing the department's improvement plan, ensuring that it is regularly evaluated and reviewed.
- Support the HOD English in managing the department's resources in line with priorities identified in the improvement plan.
- Ensure that your teaching environment encourages learning and meets Health and Safety standards.

- Assist in the contribution of department information for school prospectuses, newsletters and the web site as required.
- Support subject staff in student disciplinary matters, ensuring that school policies are followed.
- In line with the HOD English ensure the subject fulfils its cross-curricular role(s) i.e. Citizenship / Literacy / Numeracy.
- In line with the HOD English ensure that the information given to the examinations officer is clear and checked carefully

Monitoring and Evaluation:

To support the HOD English in the following:

- Monitor and evaluate the quality of teaching and learning in your subject area.
- Undertake regular observations of subject teachers.
- Undertake scrutiny of student work as a team via subject meetings.
- Regularly review and update schemes of work / learning.
- Develop, monitor and evaluate assessment, reporting and recording procedures in line with school policies and statutory requirements.
- Develop, monitor and evaluate student performance in external and internal assessment.
- Ensure effective deployment of support staff and promote collaboration between all members of the team.
- Promote and ensure effective use of ICT to enhance the learning of students.
- Lead staff through internal and external departmental reviews and inspections and inform Governors of subject developments.
- Promote an understanding of subject requirements with parents and encourage their involvement in their child's learning.
- Make effective use of external agencies / community links to enhance students learning.
- Ensure staff within your subject area are continually developing as professionals.

Communication with Parents

- attending any appropriate meetings with parents
- providing informative reports to parents
- raising, in consultation with the Head of Year, particular concerns regarding tutees with parents

Internal Communication

- representing the views and interests of the Department to the Curriculum Leader providing information required by Curriculum Leaders., Achievement Directors, SENCO
- actively participating in Departmental Meetings
- Staff Absence

- ensuring that appropriate work has been set and that the resources required are available
- supporting supply staff who are working within the Department
- Additional Specific Responsibilities
- as negotiated with the Curriculum Leader or Assistant Head teacher T&L in the interests of the pupils and of the CPD of the member of staff

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.