

HOLY CROSS CATHOLIC HIGH SCHOOL

Job Description

Post:	Head of English TLR1.1
Responsible to	<ul style="list-style-type: none"> Headteacher, SLT link
Professional skills, judgements and qualities	<ul style="list-style-type: none"> To develop and promote the vision of the department in line with the mission of the school To plan strategically the progress of the department in line with the school development plan To raise attainment and achievement within the curriculum area To ensure that there is continuous development of schemes of learning To develop, monitor and evaluate subject staff to maximise the achievement and well-being of pupils To maintain the departmental contribution of self-evaluation and quality assurance to facilitate whole school review To lead the development of the use of ICT both within the curriculum and for tracking pupil progress To coordinate cross-curricular initiatives and responsibilities such as Work Related Curriculum, Able and Talented, ICT, Literacy, Numeracy, Spiritual, Cultural and Moral Development, Equal Opportunities, SEN, Specialist College (In larger departments this will be one of the responsibilities of the second in department) To ensure implementation of policy statements To develop sustainable links with partners (primary, post-16, Governors) To undertake effective planning of departmental development plans, capitation bids and resource management ensuring best value principles are applied To ensure effective deployment of staff and upkeep of departmental resources in successfully contributing to learning To liaise with relevant external agencies including examination boards, colleges, other schools, business and industry links To ensure that departmental classrooms and learning spaces promote an effective climate for learning To undertake appropriate risk assessments to ensure health and safety within the subject and department
Pupil development and progress	<ul style="list-style-type: none"> To set and meet appropriate goals and targets which ensure the progress of pupils, staff and the department To inspire staff to foster a classroom climate which promotes learning To develop effective assessments and revision programmes to continually improve pupil outcomes To undertake aspects of educational enhancements and enrichment opportunities To analyse data (SISRA and SIMs) and use data to target set and monitor pupil progress To develop and maintain clear and effective assessment, reporting and recording To facilitate the appropriate behaviour of pupils in lessons and assist colleagues in applying the behaviour policy of the school To direct the work of pupils and cover staff in the absence of colleagues To coordinate the preparation of pupils for public examinations including effective revision To expand work related links and opportunities within the subject to develop understanding of the world of work
Learning and collaborating	<ul style="list-style-type: none"> To liaise with other subject teachers where appropriate in order to promote a cross-curricular approach to learning To plan lessons that, where possible, promote the development of literacy and numeracy skills To work as part of a departmental team, reviewing and developing the curriculum and producing resources to support learning for the full ability range To attend the regular department meetings To support other members of the department and school community through the sharing of skills and experience

I have come that they may have life and have it to the full (John 10:10)

Professional Requirements

- To lead colleagues in their development through coaching, modelling and professional dialogue to raise standards of teaching and learning
- To promote the academic, professional and personal development of department members
- To induct newly experienced and newly qualified teachers into the department
- To assist supply teachers and trainees to become accustomed to the standards, expectations and work of the department
- To participate in the appraisal cycle acting as a leader for department members
- To develop individual responsibilities within the department including the negotiation of personal targets
- To meet with other subject leaders to ensure development in relation to others and to share good practice
- To facilitate the successful coordination of departmental meetings that promote the development of learning rather than merely giving information
- To direct the work and development of support staff to make best use of this resource
- To monitor the work of the department regarding marking, assessment, recording, reporting and communication with pupils and parents to diminish underachievement and recognise good work and effort
- To undertake observation as part of appraisal to develop aspects of teaching
- To undertake appraisal reviews

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of governance. Candidates should also refer to the most up to date Teacher Standards for the generic responsibilities of a main pay scale teacher.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS disclosure.