

A community of inspiration, excellence and opportunities for all to grow

JOB DESCRIPTION			
Job Title	Head of English		
Post Holder		Reports to	Principal
Grade	TLR 1C		

The post holder will be expected to undertake duties in line with the professional teacher standards for qualified teachers and work towards meeting these standards.

DUTIES OF ALL TEACHING STAFF

Purpose

1. Inspire students to achieve their very best.
2. Ensure all lessons meet the Shirebrook Standard.
3. Ensure all students make excellent progress and achieve challenging targets.
4. Fully implement all Academy policies and procedures.

ROLES AND RESPONSIBILITIES OF ALL TEACHING STAFF

There are seven main areas of responsibility:

1. Ethos

1. To create an exciting learning environment.
2. To include all students.
3. To create relationships based on mutual respect.
4. To be an effective part of the team.
5. To manage own professional development.
6. To teach throughout the school.
7. To set and maintain exemplary standards of professional conduct.

2. Curriculum and Planning

1. To work with others to plan highly effective lessons, schemes of work and curriculum maps.
2. To review own lessons and effectiveness of own planning.
3. To contribute to development of curriculum, homework and other projects.
4. To plan with TAs to meet the needs of individual students on the SEN register.

3. Teaching and Learning

1. To fully implement all Academy policies and procedures.
2. To make effective use of resources, including ICT.
3. To take part in peer skill exchanges, observations, coaching and mentoring.
4. To ensure all students can engage and achieve in lessons.
5. To maintain the teacher standards as set out by the DfE.

4. Standards and Achievement

1. To ensure students make excellent progress.
2. To implement all actions following reviews of student progress.

5. Assessment

1. To fully implement the Academy policy and procedures to a high standard.
2. To plan for assessment for learning in every lesson.
3. To ensure grading is accurate.
4. To support, develop and implement department assessment procedures.

6. Care, support and guidance

1. To lead a tutor group.
2. To develop positive can do attitudes within students, encouraging high aspirations.
3. To be aware of and implement when necessary, the Academy's Child Protection procedures.

7. Liaison

1. To work closely with all support colleagues.
2. To work collaboratively with the community to develop ideas, opportunities for students and best practice.
3. To form effective relationships with parents and other parties.

8. Specific responsibilities of the post

1. To provide leadership and direction and ensure that the department is managed and organised to meet the aims and objectives of the Academy and the department.
2. To have responsibility for securing high standards of teaching and learning in the department as well as playing a major role in the development of Academy policy and practice.
3. To ensure that practices improve the quality of education provided, meet the needs and aspirations of all students, and raise standards of achievement in the Academy.
4. To support guide and motivate teachers and support staff within the department.
5. To evaluate the effectiveness of teaching and learning, the subject curriculum and progress towards targets for students and staff, to inform future priorities and targets.
6. To ensure effective liaison with the Academy Support Team.
7. To ensure the production and maintenance of appropriate schemes of work and policies for the department, and to implement within them whole Academy policies.
8. To encourage the development of a suitable range of appropriate and varied teaching styles in the department.
9. To ensure that student progress in the department is regularly reviewed, assessed and recorded and ensure that appropriate homework is being set and marked.

10. To accept responsibilities for pastoral referrals within the department and to liaise on such matters with Heads of Year and other concerned colleagues.
11. To be responsible for the allocation of resources for the department, maintaining inventories and ensuring the security of equipment.
12. To be responsible for the area budget and ensuring that finances are administered in accordance with the Academy's procedures.
13. To lead on work to develop links with partner primary schools and other educational links, post-16 providers and Stubbin Wood School.
14. To review, monitor and evaluate the functioning of the department and develop appropriate strategies to improve procedures and modify approaches.
15. To keep up to date with national developments in the subject area and teaching practice and methodology
16. To actively monitor and respond to the curriculum development and initiatives at national, regional and local levels.
17. To produce reports within the quality assurance cycle.
18. To be responsible for the production of reports and examination performance, including the use of value added data. To track and monitor levels of progress.
19. To ensure that health and safety policies and practices, including risk assessments, are in line with Academy, local and national requirements.
20. To undertake performance management review(s) and to act as reviewer for an identified group of teaching staff.
21. To participate, when required, in the Academy's ITT programme.
22. To participate in the interview process for teaching / support staff posts, when required and to ensure effective induction of new staff in line with Academy procedures.

To carry out any other duties which may be reasonably required by the Principal.

All the above is subject to the terms and conditions laid out in the current Teachers Pay and Conditions document.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the salary or job title.

The employer for all positions with Shirebrook Academy is "Aston Community Education Trust."