



## **JOB DESCRIPTION: HEAD OF ENGLISH**

**Hours:** Full Time

**Salary:** The salary will be competitive and commensurate with experience

**Reporting to:** Deputy Headteacher

### **THE SCHOOL**

Bishop Challoner is a highly successful and ambitious school providing a warm and welcoming community where each member is embraced and encouraged to flourish and achieve.

We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and wellbeing underpin academic and co-curricular excellence. This rings true in the school's motto - 'Dare to do your best'.

We believe in providing an education for life and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by developing new skills and aptitude for an ever-changing world. Learning how to learn is a key facet of our education philosophy and is an essential need for the twenty-first century.

We believe that a truly excellent school is about more than academic achievement alone: it is about developing a real passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the classroom walls.

At Bishop Challoner we focus on developing the whole person, aiming to ensure that each pupil leaves us ready for the challenges of life at university or the world of work, and understanding their responsibilities towards others.

We want our pupils to leave Bishop Challoner well equipped to engage positively with a rapidly changing world as accomplished problem solvers and confident individuals with a clear appreciation of and respect for the views and potential of others.

### **THE ROLE**

We are looking to appoint a dynamic and innovative leader, with responsibility for monitoring, supporting and tracking the welfare and progress of our students across the Key Stages in English. We would like you to be:

- Able to uphold and promote the Catholic ethos
- Committed to leading your department and raising academic standards
- Well qualified and an excellent teacher
- An excellent communicator with strong personal management skills
- Able to provide excellent Teaching and Learning
- Able to use assessment to record, track and report student progress across the Department.
- Able to embrace change and take it forward
- Able to motivate and interest students
- Able to develop the curriculum in English across all Key Stages

### **JOB PURPOSE**

To lead and ensure continued delivery of excellent teaching and learning. All teachers are responsible for monitoring the academic progress, behaviour and welfare of pupils.

### **Core Responsibilities:**

- Be able to provide outstanding pastoral care
- To ensure that the subject syllabus and related Schemes of Work are prepared and regularly revised across the Department
- To organise meetings to provide occasion for consultation and discussion of matters relating to English and its policies within the English Department
- To promote, develop and monitor the English teaching and learning strategies in the classroom
- To oversee the Departmental Handbook and Annual Departmental Report according to an agreed format, included analysis of examination results
- To review, develop and update Schemes of Work to ensure the maintenance of standards, including differentiated approaches as appropriate in meeting the full range of pupil needs
- To write and revise English entries for curriculum handbooks and option booklets. Admin support is available
- To oversee and teach the work for public examinations
- To monitor the setting, marking and moderation of internal examinations
- To ensure that a strategy is in place to identify the needs of children particularly:
  - i) The able child;
  - ii) The child who finds the subject difficult;
  - iii) The SEN child (ie. difficulties with hearing, dyslexia etc) and to ensure that teaching and learning strategies are appropriate
- To ensure that appropriate examinations and assessment strategies are implemented
- To ensure that the reporting policy of the school is implemented
- To develop the implementation of English in teaching and learning across the curriculum
- To develop the implementation of ICT in teaching and learning in English
- To organise visits to enhance the learning of English and ensure that the School guidelines have been consulted and followed
- To liaise with parents as appropriate
- To take part in the extra-curricular life of the school
- To develop outreach and partnership opportunities for the department in the wider community
- Contribute fully to special events organised by the school e.g. open events, Prize Giving

### **General Responsibilities**

- To promote the Catholic ethos of the school
- Effective communication with pupils, colleagues, parents and governors
- Ensure excellent curriculum and lesson planning
- Maintain high standards of assessment and reporting pupils' progress to parents
- An open door classroom policy
- Promote school value and ethos through being an excellent role model
- Commitment to a 3-18 education
- The job description will be subject to regular review

### **PERSON SPECIFICATION**

The successful candidate will:

- Be a highly qualified and enthusiastic teacher
- Be able to analyse data to help evaluate student achievements
- Have considerable knowledge of the curriculum across the key stages
- Be enthusiastic with student learning
- Have high expectations and standards
- Have an excellent attendance record
- Have a sense of humour
- Be a good team player