



Head of English

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| Role: | Head of English |
| Location: | Ashford, Kent |
| Salary: | UL Academy Teacher Pay Scale + TLR |
| Contract type: | Full Time |
| Contract Term: | Permanent |
| Start date: | September 2025 |

Responsibilities:

Head of Departments (HODs) are high profile staff members and will be pivotal in School wide strategy and operational working. These individuals will be visible in the day-to-day operation of the School and will also play an important role in its growing wider life. The post will have clear responsibilities and accountabilities which will evolve as the School develops and changes. There also is the possibility of a whole school role for the right candidate.

A key purpose of the HOD's role is to develop an environment which secures outstanding outcomes in all areas of the faculty or subject. A HOD will not only set an excellent example but will help create a school model that promotes and ensures the highest standards of leadership, management, achievement and behaviour. A key quality of the post holder will be a strong recognition that their impact and presence does not stop in the subject or faculty area – their willingness to go the 'extra mile' will be felt in all areas of school life.

PRINCIPLE ACCOUNTABILITIES:

In addition to the requirements of a class teacher and form tutor, areas of responsibility and key tasks will be:

1. Strategic direction and development of the subject and faculty area: within the context of the School's aims and policies, HODs will develop, implement and be directly accountable for subject policies, plans, targets and practices;
2. Teaching and learning: HODs will secure and sustain effective teaching within the subject and faculty area, evaluate its quality and standards of students' achievements and set targets for improvement;
3. Leading and managing staff: HODs will provide to all those with involvement in the subject or faculty area the support, challenge, information and development necessary to sustain motivation and secure high quality teaching and learning, behaviour, and student outcomes;
4. Efficient and effective deployment of staff and resources: HODs will identify appropriate resources for the subject and faculty area, ensure that they are used efficiently, effectively and safely, and organise such developments as are necessary to ensure high quality teaching, learning and student outcomes;

Principal Designate: Mr Jon Rutland

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5. Ethos, rewards, behaviour and discipline: the post holder will take a leading role in upholding the ethos of the School and will be the subject and faculty area's leader in terms of School wide systems involving rewards, behaviour and discipline;
6. Enrichment and enhancement: coordinate, and contribute to, the subject and faculty area's extra-curricular offer;

SPECIFIC ACCOUNTABILITIES:

1. Specified key performance indicators: examination outcomes and, if relevant, student recruitment and retention within subjects and the faculty area;
2. Proactively tracking academic performance, attendance and punctuality of students;
3. Strategic direction and planning;
4. Upholding discipline, morale and ethos as a high profile member of staff;
5. Line management/quality assurance/Performance Development: in addition to specified line management/job responsibilities the post holder will also have responsibility for Quality Assurance, Capability, and Sickness and Absence Management procedures;
6. Self-evaluation and improvement planning;
7. Performance management;
8. Administration;
9. Local governing body attendance, working parties, stakeholder meetings and outreach work as required;
10. Strategic direction and development of subject and faculty area: within the context of the School's aims and policies, the HOD will develop and implement policies, plans, targets and practices to develop and improve their area of responsibility;
11. Teaching and learning: the HOD will secure and sustain effective teaching and learning within their subject and faculty area, evaluate its quality and also the standards of students' achievements and behaviour, and set targets for improvement. They will also monitor, through proactive strategies, all aspects of the teaching, learning and extra-curricular experience of their subject and faculty area;
12. Leading and managing staff: the HOD will provide to all those with involvement in the teaching and learning of their subject and faculty area, the support, challenge, information and development necessary to sustain motivation and secure improvement in the achievements of the subject area.

GENERAL MATTERS:

To assist in such duties and activities relating to the general leadership and management of the School as the Principal and Local Governing Body shall, from time to time, reasonably require.

Explanatory Notes

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

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This job description and allocation of particular responsibilities will be reviewed on appointment. Such a review will take place as part of the appraisal cycle and at any other time on request.

This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete particular duties set out above.

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