



Wye School
The best in everyone™
Part of United Learning

JOB DESCRIPTION – HEAD OF ENGLISH

This job description and United Learning’s Employment Policies, terms and conditions for Teaching Staff (“the Employment Policies”) set out the terms upon which you will be employed by United Learning at Wye School.

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

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually as part of the performance management process.

SALARY RANGE:	Competitive
RESPONSIBLE TO:	Principal and Local Governing Body
REPORTING TO:	Leadership Team Member
HOURS:	Full time

PURPOSE:

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 day-to-day School business 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.

The post-holder should be able to sustain the Professional Standards for Excellent Teachers and Leadership.

PRINCIPLE ACCOUNTABILITIES:

In addition to the requirements of a class teacher, form tutor and learning mentor, 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 (i.e. Learning Objects and Interactive Whiteboard practice);
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;
7. Help organise and contribute to the School's mentoring programme;
8. Partnership links, primary outreach work and School Experience Days: the post holder will lead the area in developing partnership, organising involvement in primary outreach work and leading in School Experience Days.

SPECIFIC ACCOUNTABILITIES:

- A. Specified key performance indicators for an outstanding school: examination outcomes and student recruitment and retention within subjects and the faculty area;
- B. Proactively tracking academic performance, attendance and punctuality of students;
- C. Strategic direction and planning;
- D. Upholding discipline, morale and ethos as a high profile member of staff;
- E. Line management/quality assurance: 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;
- F. Self evaluation and improvement planning;
- G. Performance management;
- H. Administration;
- I. Local governing body attendance, working parties, stakeholder meetings and outreach work as required;
- J. 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;
- K. 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;
- L. 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.