**Job details**

**Job Title:** Head of English

**Salary:** MPS + TLR2 + SEN allowance

**Contract type:** Full time, permanent

**Reporting to:** Assistant Headteacher

**Responsible for:** Teachers of English

**Main purpose**

The subject leader will take lead responsibility for providing leadership and management for English to secure:

* High-quality teaching
* Effective use of resources
* Improved standards of learning and achievement for all pupils

**Duties and responsibilities**

**Strategic direction**

Develop and implement strategies for English teaching in line with our school’s commitment to high-quality teaching and learning.

Have a good understanding of how well the subject is being delivered and the impact it has on pupil progress.

Use this understanding to feed into the school development plan and produce an action plan for the subject.

Work with the SENCO to design effective interventions that support the curriculum and meet the needs of different pupils, such as those with SEND.

Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities.

Liaise with the Alternative Learning Trust on english-related events, projects and activities.

**Leading the curriculum**

Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress.

Ensure the planned curriculum is effectively and consistently implemented.

Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils’ learning.

Have an overarching responsibility for pupils’ achievement and standards in the subject area.

**Leading and managing staff**

Establish an effective team and hold regular meetings with subject staff.

Provide support to staff regarding teaching and learning, resources, and planning in the subject area.

Support teaching and learning by visiting lessons, talking with pupils about their work to assess how well the subject area is being implemented and delivered.

Provide feedback to staff, identify training needs and provide CPD.

Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered.

Support teachers to make accurate assessments.

Take responsibility for performance management for your team, appraising staff in line with the school’s appraisal policy.

Contribute to timetabling and setting pupils into attainment groups.

**Efficient and effective deployment of resources**

Create a safe, welcoming environment in classrooms, ensuring classroom displays are of high quality and value to pupils’ learning

Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs.

Manage the subject budget effectively to ensure it is spent on resources that improve learning.

Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home, if required.

*This post is subject to the current Conditions of Service for School Teachers in England and Wales and is in accordance with range of duties set out in that document relevant to the post holder’s title and salary grade.*

*Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.*