



Job Description for Head of English & Literacy Across the Curriculum *TLR 1a (salary negotiable for exceptional candidate)*

Job Title: Head of English & Literacy Across the Curriculum

Reporting to: SLT (Deputy Headteacher)

Role Purpose: The primary purpose of the Head of English & Literacy across the Curriculum is to ensure that the standard of teaching and learning in all areas within their remit and responsibility is of the highest quality for all students so that they are able to achieve to the best of their ability.

Role Tasks:

To create a curriculum that inspires students to become effective lifelong learners by:

- Ensuring high standards of teaching and learning for all students throughout the curriculum, including the development of appropriate pathways at KS3 & KS4.
- Developing a curriculum vision and plan which help the school adapt to coming changes within provision.
- Creating Schemes of Learning which enable all students to become effective learners.
- Producing a strategic three year plan to deliver the subject vision which is supported by an annual action plan.
- Completing an annual self review of the learning carried out in support of the School evaluation, including an analysis and commentary of student academic performance. The conclusions of the report should then be used to modify the strategic plan.
- Contributing to discussions on course selection and implementation.
- Playing a full role in the delivery of the School's enrichment curriculum.
- Collaborating effectively with partner primary schools to ensure a smooth transition for new students.
- Monitoring and evaluating the quality of learning including planning, lesson delivery, teacher feedback, assessment, differentiation and classroom management.
- Being an advocate and enthusiastic user of the School's information.

Leadership

To ensure that all members of staff within the subject area are motivated and supported to perform at their best by:

- Communicating a clear vision which encourages ownership, team spirit and commitment from the members.
- Line managing, professionally developing and deploying staff in such a way that they perform at their best.
- Meeting regularly with their line managers and keeping her/him informed of developments within the curriculum area.
- Ensuring that all members of staff in the subject area go through the Performance Management cycle in the manner specified in the School policy



- Ensuring that all asset lists and risk assessments are up to date within the faculty.
- Ensure that staff within the department have relevant and worthwhile experience of middle management with clearly defined accountability so to ensure that their professional development is catered for.

Learning & Teaching

- To quality assure the learning and teaching within the faculty is of a high standard.
- To fully participate in learning walks, book looks and formal lesson observations providing supportive feedback which empowers colleagues to develop pedagogy so to improve the learning experience for students.
- To lead on the development of innovative courses and teaching techniques so to ensure the best possible educational experience for all.
- To support work based learning as appropriate.

Student Care

- To provide a secure and safe learning environment for all students so that they develop into self-confident and self-motivated learners by:
 - Contributing to the delivery of the 'Every Child Matters' outcomes.
 - Contributing to assemblies in a way which support the School ethos.
 - Maintaining the highest standards of student behaviour so that all students are able to learn effectively.
 - Providing a proactive presence around the school embodying the School's high expectations to students and staff.
- Ensuring productive communication with parents so that they remain well informed about their children's progress and achievements as well as any incidents of poor behaviour.
- To uphold and actively support the School's policies and procedures on the safeguarding of young people.
- To work openly within the framework of best practice identified in the school safeguarding policy.
- To report any concerns regarding pupil safety or staff working practices to the designated CP officer(s).
- To keep up to date with local and national CP training and training requirements.

Assessment

To set challenging targets for all students and staff, and provide the support, guidance and accountability framework necessary to achieve these targets by:

- Devising and implementing subject area student assessment systems which enable student underachievement to be identified and acted upon at an early stage.
- Coordinating effective intervention strategies which support students so that they make the progress that is expected of them.
- Identifying excellent practice within the subject area and coordinating the sharing of practice through a planned and systematic timetable of observations, collaborative planning and team teaching.
- To have oversight of all accredited courses within the faculty. Ensuring that entries, coursework and moderation etc are planned strategically.



Staff Development

- To fully participate in the School Performance including as a team leader for staff within the curriculum area
- To identify and support staff in pursuing training needs.
- Acting as a mentor of PGCE, GTP and ELT staff.
- Providing support for staff with a support plan or whom are subject to capability proceedings.
- Complete all return to work meetings in a professional and supportive manner, balancing staff and business need.

General

- To be fully engaged with the wider vision of Team SPA.
- To develop excellent working relationships with colleagues internally, centrally and externally.
- To adhere to School Safeguarding Policy.
- To uphold the School policies and procedures at all times.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the School's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the School and beyond.
- To represent the School at events as appropriate.
- To support and promote the School ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.



Person Specification for Head of English & Literacy

Essential Criteria	Desirable Criteria	Evidence
<p><u>Qualifications:</u> A relevant degree</p> <p>Qualified Teacher Status, with subject Specialism(s) related to the Learning Area</p> <p>Ability to teach across the full 11-16 age and ability range</p>	<p>Further professional qualifications</p> <p>Appropriate in service training / CPD according to experience</p>	<p>Application form</p>
<p><u>Working Experience:</u> A track record of success in learning and teaching, according to experience</p> <p>Involvement in the monitoring of progress and attainment at student and class level</p> <p>Experience in developing learning and teaching in an inclusive environment</p> <p>Experience in monitoring and developing the academic and personal progress of individual students as a tutor</p>	<p>Experience in developing learning and teaching in a multi-cultural environment</p> <p>Involvement in curriculum initiatives and extra-curricular developments</p>	<p>Application Form</p> <p>Interview</p> <p>Lesson Observation</p>
<p><u>Skills & Knowledge:</u> Professional knowledge and understanding of one or more subjects within the Learning Area</p> <p>Ability to articulate characteristics of effective teaching and learning with evidence of good practice</p> <p>Good classroom management technique</p> <p>Knowledge and understanding of effective assessment and its contribution to learning and progression</p> <p>Knowledge of strategies related to key issues in education e.g. gender issues, equal opportunities, SEN</p> <p>Abilities to contribute to Programmes</p>	<p>Knowledge and understanding of current Teaching and Learning issues relevant to the needs of the school</p> <p>Able to express a vision for subject development</p> <p>Ability to contribute to the SMSC / Citizenship programme</p> <p>Involvement in extended curricular provision</p> <p>Good ICT skills and an awareness of its potential</p>	<p>Application Form</p> <p>Interview</p> <p>Lesson Observation</p>



<p>of Study / Lesson Plans</p> <p>Knowledge and use of ICT and e-learning</p>		
<p>Personal Qualities: Commitment to an ethos of high standards, personal fulfilment and academic success</p> <p>A capacity to inspire through a love of teaching</p> <p>Ability to relate to the whole community</p> <p>Energy, stamina and determination</p> <p>A record of good health and attendance</p>	<p>Involved in educational developments beyond what is required</p> <p>Self-confidence, personal impact and presence</p> <p>Eager to acquire further skills and career enhancement</p>	<p>Application Form</p> <p>Interview</p> <p>Lesson Observation</p>
<p>Management Skills: An ability to establish positive and sensitive interpersonal relationship across the community</p> <p>An ability to plan time effectively and meet deadlines</p> <p>An ability to be a team player</p>	<p>An awareness of whole school issues</p> <p>An understanding of accountability</p> <p>Experience of Self Evaluation</p>	<p>Application Form</p> <p>Interview</p>

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.