

**Poltair School**  
 Trevarthian Road  
 St. Austell  
 PL25 4BZ



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Telephone: 01726 874520

**Post: Head of English**

**Job Description**

<b>Post Title:</b>	Head of English
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>➤ To raise standards of student attainment and achievement within the whole Faculty and to monitor and support student progress.</li> <li>➤ To be accountable for student progress and development within the Faculty.</li> <li>➤ To develop and enhance the teaching practice of others.</li> <li>➤ To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Faculty, in accordance with the aims of the School and the curricular policies determined by the Governing Body and Head Teacher.</li> <li>➤ To be accountable for leading, managing and developing the Faculty.</li> <li>➤ To effectively manage and deploy teaching/support staff, financial and physical resources within the Faculty to support the designated curriculum portfolio.</li> </ul>
<b>Reporting to:</b>	The Leadership Team
<b>Responsible for:</b>	Subject Manager, teaching staff and other relevant personnel within the Faculty.
<b>Liaising with:</b>	Head/Leadership Team, other Section Heads, Student Support Services and relevant staff with cross-school responsibilities, teaching/support staff, LA representatives, external agencies and parents.
<b>Working time:</b>	195 days per year. Full time.
<b>Salary/Grade:</b>	TMS + TLR 1b

**Main (Core) Duties:**

<b>Operational/ Strategic Planning:</b>	<ul style="list-style-type: none"> <li>➤ To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the Faculty. This will include exploring the use of curriculum opportunities e.g. GCSE Media Studies as a potential additional GCSE qualification for KS4 learners.</li> <li>➤ The day-to-day management, control and operation of course provision within the Faculty, including effective training and deployment of staff and physical resources.</li> <li>➤ To actively monitor and evaluate student progress, ensuring that appropriate intervention strategies are being deployed and the impact monitored.</li> </ul>
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	<ul style="list-style-type: none"> <li>➤ Attend Raising Attainment Management meetings alongside the Head of Mathematics to report on the progress of learners in English and to advise on the requirements of whole school intervention activities.</li> <li>➤ To implement School policies, for example Equal Opportunities, Health and Safety etc.</li> <li>➤ To work with colleagues and formulate aims, objectives and strategic plans for the Faculty, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li> <li>➤ To lead and manage the business planning function of the Faculty and to ensure that the planning activities of the Faculty reflect the needs of the students within the Faculty and the aims and objectives of the School.</li> <li>➤ To ensure that Health and Safety policies and practices, including risk assessments, throughout the Faculty are in line with national requirements and are updated where necessary, therefore, liaising with the School's Health and Safety Manager.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>➤ To liaise with the Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme that complements the School Improvement Plan/School Evaluation.</li> <li>➤ To be accountable for the development and delivery of the programme/subject areas within the Faculty.</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>➤ To support curriculum development within the whole Faculty.</li> <li>➤ To keep up to date with national developments in the subject areas within the Faculty and teaching practice and methodology.</li> <li>➤ To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>➤ To promote sport, fitness and healthy lifestyle.</li> <li>➤ To liaise with the Leadership Team to maintain accreditation with relevant examination and validating bodies.</li> <li>➤ To be responsible for the development of PLTS in the programme/subject areas within the Faculty.</li> <li>➤ To ensure that the development of the programme/subject areas within the Faculty is in line with national development.</li> </ul>
<b>Staffing</b> <b>Staff Development</b>  <b>Recruitment/Deployment of Staff</b>	<ul style="list-style-type: none"> <li>➤ To work with the Leadership Team to ensure that staff development needs are identified and appropriate programmes are designed to meet such needs.</li> <li>➤ To ensure all learning and teaching is at the level of best and to tackle inadequacies or areas for development.</li> <li>➤ To be responsible for the efficient and effective deployment of the Faculty's technicians/support staff.</li> <li>➤ To act as reviewer for a group of staff within the designated Faculty.</li> <li>➤ To make appropriate arrangements for classes when staff are absent, liaising with the Cover Officer/relevant staff to secure appropriate cover within the Faculty.</li> <li>➤ To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li> <li>➤ To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>➤ To participate in the School's ITT and SCITT programmes.</li> <li>➤ To be responsible for the day-to-day management of staff within the designated Faculty and act as a positive role model.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>➤ To ensure the effective operation of quality control systems.</li> <li>➤ To undertake Faculty Reviews and implement the school's Monitoring and Evaluation procedures.</li> <li>➤ To undertake robust, supportive and challenging Performance Management for all members of the faculty.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ To establish the process of target setting within the Faculty and to work towards their achievement.</li> <li>➤ To establish common standards of practice and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the Faculty.</li> <li>➤ To contribute to the School procedures for lesson observation.</li> <li>➤ To implement School quality procedures and to ensure adherence to those within the Faculty.</li> <li>➤ To monitor and evaluate the Faculty in line with agreed School procedures including evaluation against quality standards and performance criteria.</li> <li>➤ To seek/implement modification and improvement where required within the Faculty.</li> <li>➤ To ensure that the Faculty's quality procedures meet the requirements of Self-Evaluation and the School Development Plan.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>➤ To ensure the maintenance of accurate and up-to-date information concerning the Faculty on the management information system.</li> <li>➤ To make use of analysis and evaluation of performance data provided.</li> <li>➤ To identify and take appropriate action of issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>➤ To produce reports within the quality assurance cycle for the Faculty.</li> <li>➤ To produce reports on examination performance, including the use of value added data.</li> <li>➤ To manage the Faculty's collection of data, in conjunction with the relevant Leadership Team member.</li> <li>➤ To provide the Governing Body with relevant information relating to performance and development.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>➤ To ensure that all staff within the faculty area are familiar with its aims and objectives and the faculty's improvement plan.</li> <li>➤ To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>➤ To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.</li> <li>➤ To represent the Faculty's views and interests.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>➤ To contribute to School liaison and marketing activities, i.e. the collection of material for press releases.</li> <li>➤ To lead the development of effective Faculty links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of the programme/subject areas within the Faculty at Open Days/Evenings and other events in partner schools and the wider community.</li> <li>➤ To actively promote the development of effective Faculty links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>➤ To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the Faculty's budget; acting as a budget holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.</li> <li>➤ To work with the Leadership Team in order to ensure that the Faculty's teaching commitments are effectively and efficiently timetabled and roomed.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>➤ To monitor and support the overall progress and development of students within the Faculty.</li> <li>➤ To help monitor student's attendance together with the students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ To contribute to PSHE, Citizenship and Enterprise according to the School Policy.</li> <li>➤ To ensure that Behaviour Management procedures within the school &amp; faculty is implemented so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>➤ To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> <li>➤ To model the highest expectation through the delivery of consistently good tracking.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>➤ To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> </ul>

### Other Specific Duties

- To continue personal development as agreed.
- To actively engage in the performance review process.
- To undertake any other duty as specified by the Headteacher not mentioned in the above
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a Manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job, commensurate with the grade and job title.

## HEAD OF ENGLISH – PERSON SPECIFICATION

### EXPERIENCE

ESSENTIAL	DESIRABLE
Degree or equivalent qualification	Previous experience of a leadership role in school
Qualified teacher status	
Proven record of raising standards and pupil achievement	
Proven record of outstanding classroom practice	
Clear understanding of leadership and management in a secondary comprehensive school	
Knowledge and understanding of school self evaluation	
Experience of using modern technologies to engage and motivate young people	
Knowledge / understanding of how the arts can develop and enhance PLTS	
Knowledge / understanding of how mathematics can develop and enhance PLTS	
A record of improving the classroom practice of other colleagues.	

### SKILLS

ESSENTIAL	DESIRABLE
Excellent oral and written communication skills	Well developed ICT skills
Ability to establish a positive presence in the school	Experience of liaising with local media to promote events
Ability to prioritise, plan and organise themselves as well as others	
Track record of setting and achieving ambitious, challenging goals and targets	
Ability to lead and work in a large faculty with a clear strategic vision	
Ability to inspire, challenge, motivate and empower others to carry the vision of the school and faculty forward	
To be pupil focused in all regards	
To develop positive and mutually supportive working relationships with all colleagues	
To promote mathematics through the full range of extra-curricular opportunities and community events	
To build positive relationships with parents	
To use the potential of creativity and expressiveness to enhance and enrich the whole school curriculum	
To be able to model and demonstrate the very best pedagogical practice	

### PERSONAL ATTRIBUTES

ESSENTIAL	DESIRABLE
A genuine reflective practitioner	Aspire to a senior leadership role in a school /potential for future promotion
Belief in the responsibility of a school to include pupils with a diverse range of educational needs	Good networker with outside partners
Ability to demonstrate sound judgement and make considered decisions	

Able to respond positively to pressure	
Well developed sense of proportion and humour	
To be solution, not problem focused	
To be a 'team player'	

**ADDITIONAL FACTOR**

Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.	
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