



## **JOB DESCRIPTION**

**Job Title:** Head of English (Secondary department)

**Grade:** MPS/ UPS + SEN allowance + TLR2a

**Job Location:** Hope Wood Academy

**Responsible to:** The Head Teacher

### **Job Purpose**

- To meet the requirements of a teacher as set out in the School Teachers Pay and Conditions Document and The Professional Standards for Teachers

### **Main Responsibilities**

- To support the ethos, values and aims of the academy
- To contribute to and follow the agreed policies of the academy
- To comply with the academy's Health and Safety policy and undertake appropriate risk assessments
- To have high expectations of themselves and all pupils and to act as an example to pupils within the academy environment
- To contribute to the evaluation and monitoring of the academy curriculum
- To work as a member of a team and to contribute positively to effective working relationships within the academy
- To engage actively in appraisal and Professional Development

### **Main Duties**

#### Support for students

- Use specialist knowledge in English (Communication, Reading & Writing) to support students' learning
- To plan and deliver appropriate, broad, balanced, relevant, differentiated and challenging lessons to all their pupils appropriate to their special educational needs
- To deliver English to groups with a wide range of academic abilities and special educational needs.
- To assess, record and report on aspects of pupils' standards, progress and development
- Contribute to raising standards of pupil attainment
- To encourage high standards of behaviour following academy policies so effective and engaging learning can take place, and good relationships can be formed within the academy community
- Provide feedback to pupils' in relation to their achievements
- Establish constructive, professional relationships with students, staff and other professionals in order to support students' learning.
- Promote and ensure the health and safety and good behaviour of students at all times.

- Lead on a range of learning, developing motivating and engaging opportunities.

#### Support for staff

- To lead a team of colleagues teaching English across the academy supporting development of knowledge and skills
- Be responsible for keeping records, information and data, producing reports as required.
- Reporting to academic board against academy improvement plan and department action plan
- To lead others to raise the profile of literacy across the curriculum
- To lead others and organise events throughout the academic year in order to promote 'a love of reading' to all pupils'
- To work effectively with support staff to ensure they are able to contribute and support to pupils' learning
- Be responsible for a department improvement plan ensuring impact and improvements are made over time in line with Academy and Trust priorities
- To work closely with the multi-disciplinary team in the Academy to promote communication development in line with special educational needs.

#### Support for the curriculum

- Monitor and manage resources within an agreed budget.
- To plan sequences of learning within and across lessons, to ensure effective curriculum coverage, continuity, progression and challenge and to support others delivering English to do the same.
- To assist with the monitoring and evaluation of subject delivery e.g. through work scrutiny, resource audits and data analysis
- To take part with colleagues across the Trust and within the Academy in developing the curriculum
- Report around provision and objectives laid out in the students' EHCP at annual reviews in line with procedures.
- Provide curriculum planning for identified sessions.

#### Support for the Academy

- Be aware and comply with health and safety policies and procedures relating to safeguarding young people, security and confidentiality, reporting any concerns to the named person.
- Be aware of and implement the Ascent Academies' Trust equality policy.
- Contribute to the overall aims and ethos of the Trust
- Participation in trust and wider regional networks around English
- Attend and participate in regular academy meetings as directed.
- Participate in training and other related activities as required by the head teacher.
- Agree to undertake any other duties which may be reasonably required or construed as forming part of the remit of this post.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies including the No Smoking Policy. The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: Adele Pearson

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