

Job Description

Post Title	Deputy Head of English
Purpose	<ul style="list-style-type: none"> To support the TLL and to deputise when and where appropriate. To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. To act as a Curriculum Lead and be responsible for leading and developing a specific key stage within the subject area. To develop and enhance the teaching practice of others. To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.
Reporting to	TLL/Relevant Manager
Responsible for	The provision of a full learning experience and support for students and learning.
Liaising with	Head/Deputy. Teaching, relevant non teaching support staff, LEA representatives external agencies and parents
Operational/ Strategic Planning	<ul style="list-style-type: none"> To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area. The day-to-day management, control and operation of one curriculum area provision within the department. To assist in monitoring and following up student progress. To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school. To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school. To support the relevant manager in the application of ICT in the Curriculum area.
Curriculum Provision	<ul style="list-style-type: none"> To liaise with the TLL to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
Curriculum Development:	<ul style="list-style-type: none"> To support curriculum development within the whole department with particular emphasis on the relevant curriculum area. To keep up to date with national developments in the subject area and teaching practice and methodology. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. To liaise with the TLL to maintain accreditation with the relevant examination and validating bodies.

<p><u>Staffing</u></p> <p>Staff Development:</p> <p>Recruitment/ Deployment of Staff</p>	<ul style="list-style-type: none"> • To work with the TLL and Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To contribute to Personal Development Review and to act as reviewer for a group of staff within the designated department. • To promote teamwork and to motivate staff to ensure effective working relations. • To ensure the effective efficient deployment of classroom support. • To participate in the school's ITT programme.
<p>Quality Assurance</p>	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To assist in the process of the setting of targets within the department and to work towards their achievement. • To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department. • To contribute to the school procedures for lesson observation. • To implement school quality procedures and to ensure adherence to those within the department. • To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required within the relevant curriculum area.
<p>Management Information</p>	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system. • To assist in the use of analysis and evaluation of performance data. • To help to produce reports within the quality assurance cycle. • To assist in the production of reports on examination performance, including the use of value-added data. • To assist in the of identification exam entries within the department.
<p>Communications</p>	<ul style="list-style-type: none"> • To help ensure that all members of the department /curriculum area are familiar with its aims and objectives. • To ensure effective communication/ as appropriate with the parents of students. • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
<p>Marketing and Liaison</p>	<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities, eg, the collection of material for press releases. • To contribute to the development off effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.. • To actively promote the development of effective subject links with external agencies.
<p>Management of Resources</p>	<ul style="list-style-type: none"> • To assist the TLL to identify resource needs and to contribute to the efficient /effective use of physical resources • To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.
<p>Pastoral System</p>	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the curriculum area • To help to monitor student attendance together with students' progress

	<p>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.</p> <ul style="list-style-type: none"> • To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. • To contribute to PSHE, citizenship and enterprise according to the school policy. • To assist in the implementation of the Behaviour Management system in the Department so that effective learning can take place.
Teaching	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties	<ul style="list-style-type: none"> • 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.

Deputy Head of English - Person Specification

Introductory Note: All the criteria in the following list will be used at the interview, but only those which are starred* will be used for shortlisting.

General Background

1. Qualified Teacher Status*
2. Experience of teaching all or most of the age range served by the School (11 – 18)*

The Curriculum and Students

3. Successful experience of organising, delivering and evaluating the teaching of the curriculum area both with regard to methodology as well as content*
4. Understanding of developments in the National Curriculum and in teaching post 16.*
5. Understanding of and experience in developing cross-curricular links e.g. in Literacy and ICT
6. Evidence of commitment to the raising of standards and achievement.*
7. Evidence of the ability to oversee and promote effective participation of students in lessons

Equality Policies

8. Understanding of, commitment to and experience of promoting equal opportunities*

Management of Resources

9. Successful experience in organisation, planning and record-keeping*

Relationships with the School's Community

10. Awareness of the ways in which parents and the local community can be involved in students' learning*
11. Skill in communicating effectively with Parents, Governors and the Headteacher
12. An understanding of and commitment to effective promotion of the School

Aptitudes

13. Ability to work as part of a team and contribute positively to the team's objectives*
14. Enthusiasm, energy and commitment to teaching*
15. Good listening skills

* Denotes essential criteria