



Ackworth
School

Job Title	Head of English
Date	November 2022
Department	English
Reports to	Head
Responsible for	Line-managing Two English Teaching Staff

Purpose of the Role

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher.

Raise standards of student attainment and achievement within the whole curriculum area and monitor and support student progress.

Be accountable for student progress and development within the subject area. Develop and enhance the teaching practice of others.

Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the school's aims and curricular policies.

Be accountable for leading, managing and developing the subject/curriculum area including the administration related to public examinations E.G. the Spoken Language Component at GCSE and A Level coursework.

Manage effectively and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

Departmental Information

The Department has three well-equipped classrooms. The department is well stocked with stationery, class readers and teaching resources for all year groups. Teachers collaborate on ways to improve learning and we strive to develop independence and intellectual curiosity in our pupils.

We challenge our pupils through national and inter-house writing competitions and through Creative Writing clubs. Teachers in the department offer weekly support workshops for pupils to help develop understanding and improve examination performance.

All teaching staff are form tutors.

All teaching staff complete an allocation of duties that is likely to include evenings and weekend work with the school's boarding community.

Main tasks and responsibilities

Strategic Direction and Development of the School

- Be committed to a shared vision of the school
- Promote your own vision for Departmental success, and to lead by example, in order to motivate colleagues and pupils in support of these two aspirations
- Foster and support an ethos which promotes excellence in teaching and learning and which sustains improvement in staff and pupils
- Assist in the development and implementation of a strategic plan identifying priorities and targets, supporting whole-school improvement

Leading and Managing Staff

- To create a positive and supportive working environment for all, by promoting teamwork that results in motivated staff with effective working relations
- To induct, enable, develop and motivate staff to carry out their respective roles to the highest standard
- To allocate and evaluate the work of colleagues, ensuring effective delegation of tasks and responsibilities
- To encourage and facilitate the continuous professional development of staff, offering an appropriate role model
- To play a leading role, as appraiser and appraisee, in the school's Appraisal system, as well as conducting departmental observations and work scrutinies, on an annual basis, ensuring appropriate, challenging objectives are set for all members of the Department.
- To advise on the recruitment and selection of staff
- To ensure colleagues within the Department are trained on new EdTech such as iPads and are successfully implementing this in their teaching practice.

Teaching and Learning

- To lead the planning and implementation of the subject curriculum, and to be accountable for the development and delivery of all subjects or areas with the Department.
- To construct and revise full schemes of work, within an appropriate Departmental Handbook
- Be aware of the school's SEN policy and take responsibility for delivering its day to day provision within the department. Be responsible for accessing all information related to students with SEN via the SEN register and meetings with the SEN teacher.
- Liaise with colleagues in the Autism Resource to aid provision for pupils not accessing mainstream lessons on a consistent basis.
- Ensure that all staff are up to date and meet the needs of students with SEN.
- To strive towards achieving outstanding academic attainment and progress in English
- To coordinate the grouping of pupils and the provision of relevant staff/teaching group lists
- To work towards the creation and maintenance of an environment and a code of behaviour which promote and secure good teaching, effective learning, and high standards of achievement and behaviour
- To establish effective systems for monitoring and evaluating pupils' work, including both internal/external assessment procedures, and the coordination and presentation of external examination results

- To make full professional use of analysis information and evaluate performance data provided
- To develop a thriving extracurricular life of the Department, allowing students to engage with English beyond the curriculum in ways that engage, excite and foster a love for the subject including running workshops, intervention activities, competitions, trips, open days, etc.
- Ensure that innovative and appropriate approaches to learning are made available to students with specific learning needs, for example: those with a low vocabulary base, those for whom English is a second (or subsequent) language, hearing or visual impairment (or other disability) and for the very linguistically able.
- Work with other departmental heads to agree schemes of work so that the content of courses is complementary and so provides students with a broader understanding of English and its links with other fields of study.
- To promote and implement the use of new EdTech such as iPads, OneNote, Teams, etc. within the Department in line with Whole-School policies

Resources

- To maintain an effective Departmental Handbook and Departmental Development Plan in accordance with school expectations
- To construct, present and control the annual departmental budget, ensuring prudent expenditure, overseeing the usage, storage and security of equipment, materials, facilities and other resources, and maintaining efficient inventories
- To help to manage and organise accommodation so as to ensure that it meets the needs of pupils, the curriculum and the requirements of health and safety regulations
- To be responsible for the Health & Safety of the department
- To ensure Departmental resources are maintained and regularly updated on OneDrive
- To ensure Department displays are regularly updated with examples of student work to help further promote the Department

Liaison and information

- To represent the Department in liaison with senior colleagues, parents, other schools and other internal/external parties, such as Coram House, demonstrating effective communication and consultation as appropriate.
- To co-operate with other departments to ensure a sharing and effective use of resources to the benefit of the school and the students
- To lead the development of effective subject links with partner schools, HMC networks and the wider community; relevant attendance at liaison events in partner schools; engagement with outside agencies such as Universities, Associations etc; and the effective promotion of subjects at Open Days/Evenings and other events
- To provide information to the Head, parents, colleagues and other groups about the work of the department and the progress of pupils, including annual analyses of the Department's public examination results
- To monitor subject reports, form orders and parents' evening arrangements
- To organise regular departmental meetings (agendas and minutes maintained with copies available on request), and attend all appropriate other meetings, including Heads of Departments and other meetings as directed by the Head or one of the Deputy Heads.
- To promote and safeguard the welfare of children and young people.
- To ensure the maintenance of accurate and up-to-date information concerning the department, including on the school's ISAMS.

Person Specification	
Educational Attainment	
<ul style="list-style-type: none"> • A good first degree from a recognised university in English Literature or a related subject such as English Language (essential) • A post-graduate qualification in a related subject (desirable) • Recognised teaching qualification, such as PGCE or equivalent experience 	
Experience, Knowledge and Skills	
Essential	Desirable
<ul style="list-style-type: none"> • Thorough knowledge of the English Curriculum and particularly GCSE (AQA) and A level courses (OCR) • Involvement in extra-curricular activities • A track record of excellence in the classroom with evidence of good results • The ability to work well in a team and one who strives for excellence and leads by example. • Good spoken and written English • Ability to communicate easily, both orally and in writing to a variety of audiences including pupils, parents and colleagues. • Excellent and effective classroom management skills • Be organised and self motivated, with a proven record for meeting deadlines and targets • Able to perform well and remain professional whilst under pressure • Display a smart and professional appearance, representing the School in a positive manner • Have empathy for the Quaker values of the school • Ability to maintain confidentiality 	<ul style="list-style-type: none"> • Awareness of safeguarding requirements within a school that has boarding. • High level of IT literacy • Appreciate the needs of a boarding school • Experience of managing change and improvement • Evidence of the use of current and emerging technologies • Demonstrate evidence of structured continuous professional development • A track record of engagement in a range of extra-curricular activities

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

All staff are required to understand and adhere to the Schools Health and Safety policies. Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.