

# Head of English

**Job Role:** Head of English  
**Location:** St Margaret's Church of England Academy, Aigburth Road, Liverpool, L17 6AB  
**Salary:** MPS/UPS  
**Contract:** Permanent  
**Reports to:** Assistant Headteacher  
**Responsible:** Responsible for Middle Leaders and Teaching Staff

## Job Focus

The Academy of St. Margaret's are seeking a reliable and aspirational Head of English to join the English Department on a permanent basis. This role will support the Academy in improving the quality of teaching and learning to its students.

This is an exciting time to join the Academy as we are part of the All Saints Multi Academy Trust. The Trust is committed to improving, accelerating and enabling ambitious life goals amongst all young people in their academies.

## Main purpose of the Role

- To hold direct responsibility for English within the Academy, including teaching English up to KS4
- To line manage and be responsible for the development of the English department within the Academy, and the necessary improvements in outcomes for students
- Share responsibility for the Academy's strategic direction and operational effectiveness, and be responsible for embedding this within English
- Overseeing the academic and social development of all students, particularly within English
- To develop and successfully embed, an innovative curriculum for English

## Core Responsibilities & Tasks

- Ensure the effective development and delivery of the subject curriculum across the Academy.
- Maintain a focus and overview of students' performance in the subject with a view to continual improvement and high achievements.
- Annually review and, where necessary, amend the policy for the subject and ensure it is translated into effective practice, fostering continuity and progression between the age groups.
- Co-ordinate record keeping and assessments in the subject, ensuring that data is analysed and used to improve standards of teaching and student performance.
- Monitor the effectiveness of the teaching of the subject; support colleagues' subject needs and their work with individual students.
- Provide CPD as necessary (in partnership with SLT where appropriate) to teachers and other staff; encourage others to take up CPD opportunities in line with their continuing professional development needs and those of the subject and Academy improvement plan.
- Induct all new staff into the procedures and practice for the subject ensuring they know about expectations, resources, planning, record keeping, assessment etc.
- Control, evaluate, maintain and identify subject resources.
- Liaise across phases and, as appropriate, with primary and secondary schools and agencies.
- Maintain a good level of personal knowledge of current educational development and thinking on the subject.

- Promote parental and governor interest in and understanding of the subject.

### **Strategic and Operational Planning**

In conjunction with the Headteacher and Assistant Headteacher will:

- Promote the Academy as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England to education
- Implement the Academy Development Plan to meet the objectives set out in the Funding Agreement
- Meet strategic targets for the Academy set by the Governing Body and Trust Board
- Ensure the use of the latest environmentally sound technology in all aspects of the work of the Academy. This will support and facilitate access to the curriculum for all learners thereby meeting the major objectives of the Academy Development Plan and the targets set by the Secretary of State and the Governing Body
- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in a specified faculty area and across the Academy
- Lead colleagues in the formulation of aims, objectives and strategic planning for designated learning areas of responsibility, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy

### **Key Responsibilities**

- To effectively manage and deploy Middle Leaders, Teaching staff, Support staff, financial and physical resources within the department to support the designated curriculum portfolio
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies within English
- Supporting staff in the department in managing and maintaining the highest quality teaching and learning
- Producing regular reports for Senior Leaders in relation to performance in English
- Lead colleagues in the formulation of aims, objectives and strategic planning for designated areas of responsibility, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy
- To monitor the effectiveness of a personalised curriculum for students in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Headteacher
- To develop and lead the effective operation of quality control systems and to monitor and evaluate English in line with agreed Academy procedures including evaluation against quality standards and performance criteria
- To be accountable for performance of all students within English
- To embed high standards of behaviour for learning in every student across the Academy in order to secure continuous improvement in achievement and attainment
- To identify and communicate priority areas for improvement
- To implement strategies for raising student achievement
- To identify trends and intervene as appropriate to bring about positive change
- To assist in the production of reports and reporting to parents
- To assist and advise on examination entries within English
- To regularly use national performance data to identify students at risk and to initiate and implement early intervention strategies in English
- To analyse, interpret and make use of attendance data to identify strategies to improve student performance
- To track student progress and evaluate the impact of actions taken to improve the quality of provision

- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of English at Open Days/Evenings and other events.

### Teaching & Learning

- Use a variety of learning and teaching strategies to deliver innovative lessons to all students ensuring pace and challenge are maintained
- Plan lessons and extended learning opportunities in line with Schemes for Learning
- Ensure learning objectives and outcomes are communicated to every learner in line with Academy policy
- To use adaptive teaching appropriately, taking into account individual learner needs
- Make use of extended learning opportunities for use outside of Academy lessons
- Utilise effectively, Learning Support staff in lessons
- Participate in and collaboratively lead on the Academy's Quality Assurance Programme and its agreed framework
- Work efficiently and creatively using the full range of resources available, including other adults and mentors
- Provide a positive learning climate within lessons to promote a meaningful staff – student relationship and interaction
- Adhere to the Academy's Behaviour & Relationships Policy and ensure implementation in everyday life at the Academy
- Regularly evaluate the progress of students in relation to their prior attainment and use data to inform teaching and learning
- Mark work in accordance with the Academy's Marking Policy providing both formative and summative feedback on a regular basis
- To take responsibility for individual professional development and use the outcome to improve learning and teaching
- To demonstrate a thorough and up-to-date knowledge of learning and teaching taking into account wider curriculum developments, which are relevant to your work, e.g. National and Department for Education initiatives
- To be aware of the Academy's Anti-bullying Policy and support students as necessary
- To maintain good order and behaviour for learning among students, with particular regard to Health and Safety, both on the Academy premises and when engaged in authorised activities elsewhere

### Corporate Responsibilities

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

### Additional Information

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust

## Person Specification

<b>Knowledge and understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Relevant qualifications to degree level	E		A/I
QTS	E		A/I
An understanding of the relationship between English and the wider curriculum	E		A/I
A secure knowledge and understanding of the issues associated with effective teaching of English	E		A/I
An excellent knowledge and understanding of the National Curriculum Programme of study for English at KS3 and KS4	E		A/I
An excellent knowledge and understanding of the National Curriculum Programme of study for English at KS5		D	A/I
<b>Teaching and learning</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Knows and understands the characteristics of high quality teaching	E		A/I
Plans teaching to achieve incremental progression for all students	E		A/I
Can demonstrate sustained improvement and high standards of student learning and achievement	E		A/I
Experienced teacher of English with a track record of achieving good outcomes in English up to KS4	E		A/I
Can set tasks that challenge and interest students	E		A/I
Has high expectations of students regarding the quality of the work that they produce	E		A/I
Can develop ICT skills through the teaching of English	E		A/I
Sets learning objectives built on prior attainment that meet the needs of individual children	E		A/I
Uses assessment formatively to support teaching and student learning	E		A/I
Demonstrates exemplary marking and assesses practices that support students' learning and progress	E		A/I
Uses a range of teaching strategies aimed at meeting different learning styles and confidently uses ICT as a teaching method	E		A/I
<b>Leadership and management</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Proven track record as a successful Subject Leader		D	A/I
Has demonstrated effective leadership including the ability to motivate others to perform well whilst being sensitive and challenging of their performance	E		A/I
Can prioritise, plan and organise to effect change and improvement beyond the immediate situation	E		A/I
Has shown that he/she can convert difficulties into successes	E		A/I
Knows when to consult, make decisions and defer to others	E		A/I
Can analyse, understand and interpret data and information	E		A/I
Can communicate effectively to different audiences and capture their interest and enthusiasm	E		A/I
Can negotiate, persuade and consult effectively	E		A/I



Can set and achieve challenging professional goals	E		A/I
Builds and contributes to highly effective working relationships with individuals within and across teams	E		A/I
Shows a commitment to his/her own learning and takes responsibility for his/her own professional development	E		A/I
Can set challenging and ambitious targets within the subject in order to further raise current levels of student attainment	E		A/I
Can lead on curriculum development within English	E		A/I
Proven track record as a successful Subject Leader	E		A/I
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Is able to lead our commitment to our Christian ethos through the curriculum of English and day-to-day life at the Academy	E		A/I
Places the welfare and safety of children at the heart of his/her practice	E		A/I
Enjoys being with children, has a passion for education and for seeing young people learn, achieve and succeed in a positive, safe and enjoyable climate.	E		A/I
Is of a reflective, focused and determined disposition willing to promote change and innovation	E		A/I
Is committed, resilient, robust and resourceful	E		A/I
Has high aspirations for students beyond typical expectations	E		A/I
Has a record of reliability and integrity	E		A/I
Demonstrates fairness, honesty, reliability and integrity in his/her existing practice and conduct	E		A/I
Demonstrates self-confidence in his/her ability to succeed, maintaining energy and enthusiasm in challenging situations	E		A/I
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Satisfactory DBS with barred list check	E		A
Enrolment to DBS update service		D	A

