**JOB DESCRIPTION**

Job title: Head of Subject English

Working hours: Full time and Permanent

Salary: PT1 to EPT3 + TLR

Accountable to: Deputy Headteacher

Campion School is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments.

1. **Main Responsibilities of the Role**

Teaching and Learning

● To model the highest possible standards of teaching at all times.

● To understand the needs of all groups of learners in the department, being

responsible for their progress and development.

● To ensure effective and personalised support for learning for all students in the

department.

● To define and implement intervention or development strategies to ensure all

students work consistently and effectively to their personal best.

● To help monitor, develop, and enhance the teaching practice of others.

● To promote the aims, objectives, ethos and public image of the department, establishing the highest standards of attainment, attendance, behaviour and commitment for all students.

**Curriculum**

● To lead the development and implementation of an inspiring, well sequenced and

ambitious modern curriculum at all Key Stages.

● To promote cross curricular themes within the curriculum, in line with school

expectations and priorities.

● To keep up-to-date with developments in the subject, pedagogy and

methodology.

● To create and source a variety of well selected, appropriate resources in order to

facilitate effective learning and teaching.

● To ensure that assessment is robust and in line with school expectations, standardising assessed work across the department.

● To develop a shared understanding with parents and carers of the curriculum, approach to learning and the standards of work expected, establishing a partnership which involves them in their child’s learning as well as providing information about attainment, progress and targets.

**Other specific responsibilities**

● To operate at all times within the school’s Equal Opportunities framework

● To take responsibility for implementing the school’s safeguarding and child protection policies and procedures, demonstrating a commitment to promoting and safeguarding the welfare of our students.

● To act in accordance with the school Health and Safety policy, taking responsibility for the department’s teaching environments and adhering to/developing relevant risk assessments.

● To comply with the school’s Data Protection policy.

● To participate in training and other learning activities, including sharing of good practice and participation in internal training sessions.

● To undertake such other duties and responsibilities deemed reasonable, as may be determined by the Headteacher or nominated representative (in conjunction with the post holder).

This job description does not form part of the employee’s terms and conditions of employment and it is not intended to have any contractual effect. This list of duties is not exhaustive and the school reserves the right to amend it at any time, in accordance with the evolving needs of the role.

**PERSON SPECIFICATION**

**Job title: Head of Subject - English**

**Skills and knowledge**

|  |  |
| --- | --- |
| Excellent subject knowledge and ability to teach at all key stages | Essential |
| Excellent communication skills | Essential |
| Excellent organisational skills/administrative skills | Essential |
| Working knowledge of common ICT applications | Essential |

**Qualifications/attainment**

|  |  |
| --- | --- |
| Good honours degree in the subject or a closely related field | Essential |
| Qualified Teacher Status | Essential |
| Recent evidence of relevant professional development/ training | Desirable  |

**Experience**

|  |  |
| --- | --- |
| Sustained track record of examination success at GCSE and/or A level | Essential |
| Minimum of three years post qualification experience | Essential |
| Experience of using data to drive improvement | Desirable |
| Experience of raising attainment in the subject | Essential |
| Experience of teaching subject at A level | Essential |

**Attitude/approach**

|  |  |
| --- | --- |
| Able to form positive and effective working relationships with colleagues | Essential |
| Reliable and good time-keeper | Essential |
| Discreet and able to deal with confidential information appropriately | Essential |
| Hard working. well-motivated and a positive outlook | Essential |
| Willing and able to work independently and as part of a team | Essential |
| Able to show initiative and problem-solve | Essential |
| Caring but firm approach and empathy towards young people | Essential |
| Enthusiastic and committed to the aims/objectives of the school | Essential |
| Active participation in wider school activities | Essential |

April 2024