



Twyford
C of E
Academies Trust

Twyford Church Of England Academies Trust

"I have come that you might have life and have it to the full" John 10 v10



Ada Lovelace
C of E
High School

Ada Lovelace Church of England High School

Job Description

Job Title:	Head of English
Grade:	L1 – L5 (£61,554 - £66,935)
Line Manager:	Headteacher
Supervisory Responsibility:	Department Post holders

**The English Department has responsibility for Drama, Media & Whole School Literacy*

Main purpose of Post

To achieve outstanding outcomes in the curriculum & wider curricular offer within English

Outcomes

Quality of Education

Curriculum and Assessment

- Curriculum and assessment frameworks are clear and support outstanding progression
- Achievement at all Key Stages and in all courses is effectively monitored and areas of weakness are identified and addressed
- Achievement is outstanding at all Key Stages
- All staff within the department are confident and consistent in the delivery of good and outstanding lessons
- Learning behaviour within the department is outstanding

Behaviour and Attitudes

Pastoral

- Student conduct within the department is uniformly good

Leadership and Management

Staffing and Resources

- There is a clear vision for the enjoyment and application of English
- Post-holders within the department are well supported to carry out their roles

Personal Development

Wider Learning

- The department's Wider learning Programme is a model of outstanding practice

Specific responsibilities and tasks

Quality of Education

Curriculum and assessment frameworks are clear and support outstanding progression

- Review and maintain the curriculum framework for the department at all Key Stages and for all English pathways
- Provide training and support for staff teams in the context of curriculum change or development
- Provide training and support for staff teams in lesson and curriculum planning
- Ensure all unit overviews are clear and use the consistent Copia (VLE) formats to provide an appropriate framework for the design of outstanding lessons
- Ensure that there are schemes of work for each of the differentiated pathways within the curriculum
- Agree the strategy for the development of resources
- Ensure that the lesson power-points and other teaching and learning resources are available on Copia in the consistent format (including differentiated learning outcomes, lesson prep, consistent visual clues for AFL etc.)
- Ensure Copia for the department is well utilised to support students of all abilities to make progress and develop effective independent learning behaviour

Achievement at all Key Stages and in all courses is effectively monitored and areas of weakness are identified and addressed

- Responsibility for department tracking systems across all Key Stages
- Responsibility for internal system of progress reporting to department meetings by post holders /teachers
- Responsibility for system for identification of students cause for concern
- Responsibility for system for identification of more general concerns
- Responsibility for evaluating prior attainment of students on entry (with additional 'setting' test if required)
- Responsibility for ensuring students setting arrangements are effectively set up and sustained

Achievement is outstanding at all Key Stages

- Identify areas of underperformance and ensure improvement plans drawn up and delivered
- Agree and monitor intervention strategies for individuals/cohorts where appropriate
- Lead/manage interventions as required (at individual or group level)

All staff are confident and consistent in the delivery of good and outstanding lessons

- Ensure curriculum and teaching and learning policies for the department are in place and well understood by staff teams
- Ensure the ENGLISH curriculum is an exemplary model for developing students literacy and contribute to the development and implementation of the whole school literacy strategy
- Ensure good practice guidance/exemplars in relation to teaching and learning are shared
- Develop a culture of sharing best practice in teaching and learning
- Audit the quality of delivery via work scrutiny, learning reviews and drop-ins
- Contribute to the training programmes for staff as appropriate (department level and Whole School)

Learning behaviour within the department is outstanding

- Undertake routine monitoring of learning via formal measures (e.g. work scrutiny/book looks) and casual monitoring (checks on student planners etc.)
- Ensure Whole School policy on lesson prep and homework is consistently and effectively used

- Ensure department team is confident and consistent in their use of formative and summative assessment
- Ensure self-assessment and review is fully integrated into schemes of work
- Students make highly effective use of self-assessment and manage their own learning to the highest standard

Behaviour and Attitudes

Student conduct and learning behaviour within the department is uniformly good

- Support department post-holders in upholding the whole school conduct system
- Monitor students' learning conduct and behaviour as a measure of their engagement with English
- Address issues in behaviour through modification to department systems and approaches (including to teaching and learning) and staff training

Leadership and management

There is a clear vision for the enjoyment and application of English

- Overall responsibility for department development planning (including post holders development plans)
- Responsibility for 3 year strategic planning overview
- Responsibility for budget planning
- Development and management of the department wider learning offer
- Support and encourage students to progress to further in English related courses

Post-holders within the department are well supported to carry out their roles

- Overall responsibility for performance evaluation and development of staff
- Undertake regular coaching and mentoring of post holders
- Ensure all post holders are confident and consistent in their use of department-wide systems
- Effective management of support staff
- Responsibility for all Health and Safety procedures

Personal Development

The department's Wider Learning Programme is a model of outstanding practice

- All staff are expected to make a contribution to the wider life of the school (enrichment activities, clubs, trips & visits or support activities).

Mainscale job descriptions have been drawn up in line with the National Teachers Standards (DFE 2012); these also apply to all management post holders.

Key measures of success

- Public Examination results
- % of students on target in internal/external assessments
- External Evaluation Systems (Raise-online at KS4)
- Internal VA measures

Person specification

	Essential	Desirable
Knowledge and Skills	<ul style="list-style-type: none"> • Minimum of two years' experience as a postholder in English • University Graduate with a good degree • Qualified Teacher Status • Successful experience as an English teacher within a high achieving secondary school • A proven record of success in raising standards • Experience of the use of student results analysis outcomes to inform practice and target improvement • Experience of curriculum design to meet the needs of the full ability range • Successful experience of team leadership and management of staff • Knowledge of the requirements of the National Curriculum , exam syllabuses and teaching/learning developments • An understanding of the processes and techniques required to assess record and report students' learning effectively • A commitment to the principles and practices of Assessment for Learning 	<ul style="list-style-type: none"> • Evidence of further professional development • An understanding of the importance of, and a willingness to participate in, extra-curricular activities. • Successful experience of managing whole school change • An ability to use ICT programmes and packages to promote learning
Personal Qualities	<ul style="list-style-type: none"> • A strong commitment to and ability to articulate and model the values of the Twyford Trust • A firm approach to discipline, and good classroom management skills • An ability to work within, lead and motivate a team • Committed to the highest standards in all areas of school life (behaviour, academic, enrichment) • Has outstanding communication and inter-personal skills • Able to set challenging and achievable targets and ensure their delivery • Good time management/able to multi task • Willing to contribute to the rich life of the school, including its extra-curricular offer • Clarity of vision/strategic thinker 	<ul style="list-style-type: none"> • A practising Christian • Strong grasp of contemporary educational issues • A proven team worker with experience of/ commitment to collaboration between schools within a MAT

There may also be further leadership opportunities available alongside the role for experienced candidates (who have already been a Head of Department for at least three years with a proven track record of outstanding results).

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>.

[The post-holder will](#) also be expected to read and adhere to the Trust's Child Protection Policy, and any other Safeguarding documents stated within this.