



Job Description: Head of English

Reporting to: Vice Principal

Location: Ark Elvin Academy, Cecil Ave, London, Wembley, HA9 7DU

Salary: Ark main pay scale/ Upper pay scale (£35,368 - £55,626) + TLR1C £12,720

Contract: Permanent

Working hours: Full time

Start date: January or May 2024

About this role:

Reporting to the Vice Principal, the Head of Department is responsible for developing and leading an exciting curriculum which enables the highest level of pupil progress and attainment. The role involves managing the team of English teachers to ensure high attainment and to develop a love of learning in all pupils. The Head of English will be a member of an outstanding Academy Leadership Team, making a significant contribution to the quality of learning and teaching across the academy, supporting our school improvement.

Key responsibilities

The full remit of the post will be negotiated dependent on the skills and experience of the candidate appointed. Specific responsibilities are subject to change.

The Subject Leader will take responsibility for the following specific roles within their wider role as a middle leader of the school:

- Coordinate English across the academy.
- Lead the team of English teachers.
- Plan, resource and teach English lessons and sequences of lessons to the highest standard that ensure real learning takes place and pupils make excellent progress.
- Provide a nurturing classroom and academy environment that helps pupils to develop as learners.
- Help to maintain discipline across the whole academy.
- Contribute to the effective working of the academy.

Academy Culture

- To support the academy's values and ethos by contributing to the development and implementation of policies, practices, and procedures
- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To help develop a school/department culture and ethos that is utterly committed to achievement and good discipline.
- To be alert and active on issues relating to pupil welfare and child protection.
- To support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

Other

- To undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development.
- To undertake, within reason, other various responsibilities as directed by the Head of Department or Principal.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.



Person Specification: Head of English

Qualification Criteria

- Qualified to at least degree level in English.
- Qualified to teach and work in the UK.

Experience

- Evidence of being an outstanding teacher of the subject.

Knowledge

- Up to date knowledge in the curriculum area
- An understanding of what an outstanding education looks like in the classroom.
- An understanding of the strategies needed to establish consistently high expectations.

Behaviours

Leadership

- Effective team worker
- High expectations for accountability and consistency
- Vision aligned with Ark's high aspirations, high expectations of self and others.
- Genuine passion and a belief in the potential of every pupil
- Motivation to continually improve standards and achieve excellence.
- Effective listening skills that lead to a strong understanding of others
- Commitment to the safeguarding and welfare of all pupils

Teaching and Learning

- Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice.
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise, and rewards
- Thinks strategically about classroom practice and tailoring lessons to pupils' needs.
- Understands and interprets complex pupil data to drive lesson planning and pupil attainment.
- Good communication, planning and organisational skills.
- Demonstrates resilience, motivation and commitment to driving up standards of achievement.
- Acts as a role model to staff and pupils.
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training.
- This post is subject to an enhanced DBS check.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).