

## **Job Description: Head of English Department**

**Reports to:** Vice/Assistant Principal

**Start date:** September 2023

### **The Role**

As head of department, you will build a high performing team, leading the effective delivery of an outstanding curriculum which enables the highest level of pupil progress and attainment.

### **Key Responsibilities**

#### **Leadership and Management**

- Embed Ark Pioneer's vision and the six pillars in all department provision and ensure they drive strategy, feeding into department evaluations and development plans
- Codify your department's provision to embed high quality practice in all areas
- Line manage team members including departmental post holders
- Ensure all post-holders are systematically trained to complete their roles to an exceptionally high standard
- Mentor NQTs, ATTs and any student teachers
- Support team members through coaching and/or mentoring as required
- Develop all members of the team through department-specific CPD, inset training days and regular lesson observations and learning walks
- Use progress and attainment data, pupil work and lesson observation to monitor staff performance
- Manage the departmental budget, resources and learning environment

#### **Curriculum, Teaching and Assessment**

- Plan, monitor and evaluate the curriculum provision and enrichment for all year groups within the subject
- Contribute to the development of the network's curriculum strategy within the subject
- Lead and coordinate effective collaborative planning for every year group and ensure the team's collective experience feeds into improvements in the curriculum
- Monitor, evaluate and continually improve the quality of planning, teaching and assessment in your team
- Monitor your subject's provision for pupils with individual needs, and develop differentiated learning and teaching methods and schemes of learning as necessary
- Be accountable for pupil progress across the school at all key stages, ensuring that every pupil achieves results in line with, or better than, national expectations
- Track pupil progress and make intelligent use of data to identify underperformance, plan appropriate support and achieve excellent outcomes for our pupils
- Set ambitious pupil targets in line with the ARK model
- Predict pupil outcomes as required
- Keep up to date with any changes in learning and teaching related to English, including DfE guidance and curriculum changes and ensure staff are kept informed

#### **Teaching Responsibilities**

- Set high expectations so that all pupils are inspired, motivated and challenged to reach their full potential
- Create a positive climate for learning, by explicitly teaching lesson routines and applying behaviour systems consistently and fairly
- Plan and teach well-structured, differentiated lessons which allow adequate time to embed new knowledge, understanding and skills
- Nurture every pupil's intellectual curiosity, asking pertinent questions to deepen pupils' understanding
- Systematically check pupils' understanding and act to correct any misconceptions
- Provide pupils with individual feedback aimed at moving his or her learning forward, developing a growth mindset in each pupil
- Review and reflect on each assessment to identify gaps in pupil learning and take steps to address them

### **Culture and ethos**

- Lead your department's behaviour management, ensuring the team implements school systems consistently and in a kind and respectful manner
- Develop strong partnerships and ensure regular communication with parents
- Complete duties around the school, modelling best practice for all staff

### **Development of the Ark Network**

- Value and support practices driving continued progress across the network of Ark schools
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives

### **Other**

- Carry out other reasonable tasks as directed by the principal

# Person Specification: Head of English Department

## Qualification Criteria

- Qualified to teach and work in the UK
- Strong A Levels, or equivalent
- Degree in English or related subject

## Knowledge, Skills and Experience

- Mastery of and enthusiasm for English & for reading
- Excellent understanding of both subject and general teaching pedagogy
- Experience of leading a team and/or developing others
- Experience of improving the quality of teaching and learning through the development of schemes of work and high quality resources
- Experience of leading successful enrichment which inspire and motivate learners
- Experience of raising attainment in a challenging classroom environment
- Experience of interpreting pupil data to drive lesson planning and pupil progress
- Effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum

## Personal Characteristics

- Genuine passion for and a belief in the potential of every pupil
- Deep commitment to Ark's mission of providing an excellent education to every pupil, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice
- Commitment to and understanding of professionalism in line with the National Teaching Standards

## Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- 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 our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*