

**Job Description: Head of English Department**

**Reports to:** Vice/Assistant Principal

**Start date**: September 2020

**Salary**: ARK MPS £29,064 - £41,036 / UPS £43,078 - £46,326 plus TLR 1a – 1d

**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*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.