



## SUBJECT INFORMATION PACK

## HEAD OF DEPARTMENT: ENGLISH

(known as  
Progress Leader)

### **Team English: where creativity and innovation thrives!**

#### **Our Team**

Dare to be different is the motto of our English team, who bring learning to life in the most fascinating and engaging of ways! If an activity is original and fun for the students and helps them to learn you will find it happening in English lessons.

Our English team are competitive and driven by a desire to be top class: so we share and support one another, thriving in a culture of teamwork and collaboration.

The department is a very busy and forward thinking place to be: somewhere with plenty of pace, opportunity to develop and to contribute to moving forward learning and teaching.

#### **The Post**

We are looking for a new leader: in essence, we are looking for an outstanding English teacher and outstanding leader!

We are seeking a Head of Department with the vision, passion and energy to deliver excellence for our students; someone who will share our passion for English; and also someone who will bring a clear vision, new ideas and embrace the culture of sharing that we foster.

This post provides an exciting opportunity to work with the other two leaders in the department (Second in Departments known as Assistant Progress Leaders) to play a significant part in shaping the future of the subject! It will also provide a great stepping stone for someone who aspires to senior leadership in the future.

#### **Our Facilities**

The department is well-resourced: we are housed in our own learning centre, with a dedicated ICT suite.


All rooms have whiteboards, four of them being interactive, and projectors and all staff have their own laptop. All rooms have a visualizer as we strive to support our students to make outstanding progress with the support of modelling and the high profile recognition of success.

We have our own staffroom (a welcome cup of tea is on-hand!) and staff workroom.

#### **Our Curriculum**

We have implemented an exciting curriculum and a culture of praise in the department in order to promote high engagement.

English is currently taught in mixed ability groups in Years 7 and 8. From September 2017, we moved to a three-year Key Stage 4 where students are grouped by ability. Our first cohort will take their GCSE examinations in May 2020.



Students in Year 7 follow the Accelerated Reader programme. This has resulted in some amazing improvements in reading ages in Year 7 and we are excited about this being even more successful in the future.

There are very well-resourced modules of work and assessments, which form the basis of all teaching at Key Stages 3 and 4.

Some of our KS3 texts include *A Monster Calls*, *Animal Farm*, *The Jungle Book*, and *Twelfth Night*.

These, along with embedded AfL techniques deployed throughout the curriculum, have seen a real consistency in delivery and high expectations across the department.

At GCSE, the department offers AQA English Language and English Literature.

At A Level the department currently offers AQA English Literature and English Language.

## Job Description—Progress Leader English (TLR1b)

Role: Progress Leader English

Line Manager: Assistant Principal

Direct Reports: English Teaching Team  
English HLTA

Scale: TMS/UPS plus TLR1b

### General Responsibilities

- To lead the English Team in securing outstanding outcomes for children and young people;
- To teach English and carry out the specific responsibilities of the role as contained in the School Teachers' Pay and Conditions document;
- To be a form tutor and to carry out the specific responsibilities of the role.

### Specific Responsibilities

#### **Leadership**

- To clearly articulate a vision and direction for the department;
- To model high standards of professional conduct;
- To monitor the quality of teaching and lead in ensuring that outstanding learning experiences are delivered across the department;
- To monitor and track student progress, initiating appropriate intervention where required to ensure that students achieve outstanding outcomes in English, including those students who are gifted and talented, disadvantaged or have special educational needs;
- To lead the department self-evaluation process and co-ordinate subsequent improvement planning arising from the College's 'Standards' process and the College Improvement Plan;
- To be responsible for leading on the curriculum improvements and developments across English subjects;
- To ensure that the English curriculum promotes high literacy, numeracy and ICT skills for students;
- To promote high standards of student behaviour;
- To lead in ensuring that appraisal arrangements for members of the English team are carried out and that staff are supported in their professional development;
- To ensure that resources are deployed efficiently throughout the department;
- To lead in ensuring that Health and Safety procedures and risk assessments are robustly carried out across the department;

## Job Description continued

- To lead department meetings and to attend Progress Leader meetings and / or to delegate where appropriate.

### Classroom Teacher

To fulfil and maintain the Teaching Standards by:

- Understanding and being fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- Demonstrating consistently high standards of personal and professional conduct;
- Setting high expectations which inspire, motivate and challenge students;
- Demonstrating good subject and curriculum knowledge;
- Planning and teaching well-structured lessons to a range of age groups and abilities, ensuring that all students make outstanding progress;
- Managing behaviour effectively to ensure a good and safe learning environment in which students can learn effectively;
- Making accurate and productive use of assessment to track the progress of each individual student in timetabled groups and intervene to narrow the gap where progress starts to fall behind;
- Communicating and consulting effectively with relevant stakeholders;
- Attending meetings as set out in the College's meeting cycle.

### Form Tutor

- To lead a tutor group and be responsible for the delivery of tutor time activities in accordance with the published schedule and as directed by the House Achievement Leader;
- To encourage tutees to comply with the College's Values statement;
- To encourage the student voice and develop a Form and House ethos that is in harmony with College values;
- To monitor student progress, following the College's tracking processes, mentoring tutees and intervening when progress is not as expected;
- To encourage high levels of attendance;
- To provide relevant information, advice and guidance to tutees.

### Other

- To undertake any other reasonable duties as directed by the Principal.

## Person Specification—Progress Leader English (TLR1b)

<b>SELECTION CRITERIA (no priority order)</b>			
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Qualified Teacher Status / Degree relevant to the subject	X		Application form/Verified at interview
Evidence of further study in preparation for leadership		X	Application form
High standard of literacy	X		Application form
<b>Commitment to Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Motivation to work with children and young people	X		Application form/Reference/Interview
Commitment to, and belief in, the equal value of all students	X		Application form/Reference/Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Application form/Reference/Interview
Ability to raise the self-esteem and expectations of children and young people	X		Reference/Interview
Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline	X		Application form/Reference/Interview
<b>Teaching and Learning Experience and Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Proven track record of outstanding English teaching across Key Stages 3, 4 and 5	X		Application form/Interview
Proven track record of outstanding student outcomes	X		Application form/Interview
Proven track record of strong and effective behaviour management strategies	X		Application form/Interview
Knowledge and understanding of the National Curriculum requirements in English	X		Application form/Interview
Awareness of current developments in English	X		Application form/Interview
Excellent ICT skills	X		Interview
<b>Leadership Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Ability to articulate a clear vision and direction for the department	X		Application form/Interview
Creativity, energy and enthusiasm	X		Application form/Interview
Prior experience of leadership in English and/or of leading successful improvement projects	X		Application form/Interview
Proven success in strategic curriculum planning		X	Application form/Interview
Experience of effectively using data to analyse student progress and secure improved outcomes	X		Application form/Interview
Experience of effectively coaching others to improve their practice	X		Application form/Interview
Ability to lead a team and motivate others who are part of that team to reach the highest of standards	X		Application form/Interview
Strong ability to work effectively under pressure and show resilience	X		Application form/Interview
Strong time management and organisational skills	X		Application form/Interview

## Person Specification continued

Personal Qualities and Interpersonal Skills	Essential	Desirable	Method of Assessment
Ability to communicate effectively and relate well to all stakeholders	X		Application form/Reference/Interview
Good sense of humour	X		Application form/Interview
Willingness to contribute to extra-curricular activities	X		Application form/Interview
A commitment to / interest in the Performing Arts		X	Application form/Interview