

POST TITLE:	Head of English
LOCATION/BASED:	Jesmond Park Academy
GRADE:	MPR/UPR + TLR1c
RESPONSIBLE TO:	Principal
CORE PURPOSE:	To be accountable for educational progress of learners within the designated departments by effectively leading teaching and learning, developing the curriculum areas and line managing a team of a significant number of people.

MAIN DUTIES & KEY RESPONSIBILITIES

General

1. To carry out the professional duties of a Teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.

Lead Teaching and Learning Responsibilities

2. Lead learning within a designated curriculum areas by developing and implementing assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner achievement are met.
3. Lead, develop and enhance the teaching practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning for learners.
4. Lead, manage and develop a curriculum areas to provide programmes/activities that match learner aspirations and potential and achieve excellence and enjoyment for learners.

- 5 Line manage a team of staff comprising a significant number of people including the effective recruitment, appraisal and development of its members in order that the team's objectives are achieved.
- 6 Facilitate an ethos within the team which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.

Generic Responsibilities

- 7 Establish a purposeful and safe learning environment and manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline and a supportive culture in line with the school Climate for Learning policy.
- 7 Contribute to the monitoring and development of a curriculum areas to ensure suitable opportunities are provided for learner aspirations to be met.
8. Plan effectively in the short, medium- and long-term and prepare effective learning sequences, lessons and work across a series of lessons to ensure coverage of the curriculum and the differentiated needs of learners are met. Plan and prepare homework and other out of class work.
- 9 Be aware of and apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved. Deliver lessons to groups of learners or classes. Demonstrate the positive values, attitudes and behaviour expected from learners.
- 10 Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements. Provide timely, accurate and constructive feedback on learners' attainment, progress and areas of development.
- 11 Demonstrate ongoing development and application of teaching practice, expertise and subject specialism to enrich the learning experience within and beyond assigned classes or groups of learners.
- 12 Communicate effectively and work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, carers, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
- 13 Contribute to the development and implementation of priorities, policies and activities in order to enable the achievement of whole school aims.
- 14 To work effectively with, be aware of and assist integrated processes, such as the Common Assessment Framework and local opportunities which support ECM and NCYPP aims for children, young people and their families
- 15 Promote the safeguarding and welfare of children and young persons the

postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.

- 16 Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

In addition, Upper Pay Spine teachers are expected to:

- 17 Make significant contributions to implement workplace policies and practice and to promote their implementation.
- 18 Give advice on the development and well being of children and young people, if required,
- 19 Promote collaboration between colleagues and contribute to their professional development through coaching and mentoring, demonstrating effective practice, and providing advice and feedback

JOB DESCRIPTION

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: Head of English

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
A detailed understanding of all current educational initiatives which apply to the subject	✓	
Excellent subject knowledge including teaching in Key Stage 3, 4 and 5.	✓	
A proven track record as an outstanding classroom teacher	✓	
First-class planning, assessment and record-keeping	✓	
Able to assist in the development of school plans and policies	✓	
Able to plan workloads and set priorities, excellent problem-solving skills	✓	
A proven record of raising standards and detailed knowledge of current curriculum and initiatives within Languages.	✓	
Excellent written and oral communication skills	✓	
Able to deploy resources effectively	✓	
Understands the needs of pupils in Key Stages 3, 4 and 5	✓	
Able to analyse data to assist with processes of monitoring/evaluating and target-setting	✓	
Excellent ICT skills for both admin and curricular use	✓	
An understanding of Health and Safety issues within an educational setting	✓	
Working to develop new ideas	✓	
Work in a forward thinking team	✓	
Excellent written and oral communication skills	✓	
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Qualified Teacher Status and with a relevant honours degree in the subject area and a relevant teaching qualification.	✓	
Further professional development in relevant field		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of budget management	✓	
Experience of managing change effectively	✓	
Working with governing bodies, parents and the community		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Persuasive and confident	✓	
Embraces change and influence others to accept it	✓	
Very strong leadership skills with an ability to develop and maintain positive relationships with students, colleagues and parents	✓	
An ability to work effectively under pressure	✓	

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A commitment to extra-curricular activities and to the school's involvement in the wider community	✓	
Team leader who ensures the involvement and commitment of all team members.	✓	
Willing and able to contribute to whole school development initiatives		✓
A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Children's Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving licence and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.