



Finborough Senior School

Head of English - Job Description

Full Time

To effectively carry out the professional duties of an English teacher, as circumstances may require and in accordance with the school's policies, under the direction of the Headmaster.

Accountable to: Deputy Head (Senior School)

English

- a. Teach English to pupils aged 11 to 18
- b. Teach KS3, GCSE and A Level English.
- c. Support pupils through both the curriculum and additional opportunities to achieve their best possible grade for English, making excellent progress beyond expectations.
- d. Have the highest aspirations and expectations regards quality of pupils' English work.

Teaching and Learning

- a. To plan, prepare and deliver lesson activities for students according to the school's curriculum policy, which ensures progression, pace and challenge, and which makes appropriate educational provision for all students
- b. To have knowledge of and keep up to date with current pedagogy, including the requirements of Examinations and the National Curriculum
- c. To maintain a positive and inspiring working environment for effective learning, including resources and the students' work.
- d. To make effective and meaningful use of ICT to promote teaching and learning
- e. To be aware of current Health and Safety regulations relevant to your subject.

Assessment and Recording

- a. To assess and monitor systematically the progress of each student within your classes.
- b. To mark, record and monitor work, providing constructive feedback and setting meaningful targets for future progress in order to inform planning
- c. To provide reports of attainment on individual students to the Headmaster, Deputy Head (Senior School), Leadership Team and Parents as necessary
- d. To be familiar with the Policy for identification, assessment and support of children with special educational needs
- e. To contribute to reports on the personal and social needs of students, as required
- f. To ensure that other adults involved with the children, such as learning support and boarding, are communicated with effectively as necessary

Leadership and Management

- a. To lead and manage English
 - Teaching
 - Curriculum

- Assessment, Recording and Reporting
 - Subject development
 - Resource Requisition
- b. To ensure all English teachers deliver consistently 'excellent' lessons enabling 'excellent' achievement and progress characterised by significantly positive value added.
 - c. To identify and commission on going professional learning opportunities for all English teachers
 - d. To contribute to the on going development of the Senior School through positivity, ambition, role model teaching, creativity and completion.

All school staff are expected to:

- a. Work towards and support the school vision and objectives for development. To support the Headteacher and Senior Staff in the pursuit of these objectives at all times but to challenge constructively when warranted
- b. Support and uphold the schools values of respect, results and honesty
- c. Set high expectations of behaviour, establishing and maintaining good discipline and control of students in accordance with school policy.
- d. Act as a role model to students in all actions and behaviour.
- e. Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.
- f. Work effectively as part of a team but also to be able to show initiative and independence in their areas of influence.
- g. Raise concerns about individual children or school practice, when necessary, for the better performance of the educational process
- h. Support and contribute to the school's responsibility for safeguarding students.
- i. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- j. Work within the school's diversity policy to promote equality of opportunity for all students and staff, both current and prospective.
- k. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- l. Engage actively in the appraisal process.
- m. Participate in professional learning programmes and activities such as parents' meetings or open days so as to help maintain and improve the ethos and performance of the whole school for the benefit of its students.
- n. Adhere to policies as set out in the school's policies and procedures
- o. Contribute to the positive promotion and marketing of the school in the local and wider community.
- p. Undertake any reasonable duties as directed by the Headteacher or members of the Senior Leadership Team.

Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review.