

URSULINE HIGH SCHOOL

HEAD OF ENGLISH

JOB DESCRIPTION

Post Title: Head of English

Grade: U01-U03 (£49,320 - £53,482) plus TLR 1C £12,719

Responsible to: Associate Headteacher

Date: January 2023

Post Title	Head of English
Purpose	Leadership of the English Department in promoting outstanding quality of education.
Responsibility for	Quality of English provision and on outcomes at Ks3/4 & 5 Line management of English Additional Language (EAL)
Line Manager	Senior Leaders & associate Headteacher.
Performance Management of	Up to 4 staff.

Main duties

Strategic direction and development	<ul style="list-style-type: none"> ➤ To contribute to developing the vision and mission statement of the school. ➤ To contribute to the development, implementation monitoring and review of the schools SIP to ensure all students achieve high standards and make progress.
-------------------------------------	---

	<ul style="list-style-type: none"> ➤ To collaboratively develop, implement, monitor and evaluate a faculty improvement plan. ➤ To develop and implement a vision for the Faculty.
Ethos	<ul style="list-style-type: none"> ➤ To contribute to the Ursuline ethos of Service ➤ To continue to develop an understanding of the role of Catholic education and Ursuline education in the 21st Century ➤ To support and contribute to the development of the Chaplaincy. ➤ To work collaboratively and develop collaborative teams across the school.
Curriculum development, Teaching and Learning	<ul style="list-style-type: none"> ➤ To ensure and sustain excellence in teaching and learning within the Faculty that ensures targets for improvement are met. ➤ To Monitor and evaluate the quality of the curriculum. ➤ To develop the curriculum offer within the Department to meet the needs of all students. ➤ To ensure that the learning needs of students are met within the Department. ➤ To implement and monitor student assessment, recording and reporting including the effective use of target setting and assessment for learning.
Outcomes	<ul style="list-style-type: none"> ➤ To ensure students make outstanding progress at Key Stage 3,4 and 5
Leading and Managing staff	<ul style="list-style-type: none"> ➤ To secure and lead improvement across the Faculty. ➤ To develop a collaborative team. ➤ To provide support, challenge, information and development necessary to sustain motivation and secure excellence in teaching. ➤ Participation in selection of new staff. ➤ To advise on Threshold, Upper Pay Spine Promotion, Induction. ➤ To ensure the effective deployment of HLTA's/TA's /Support staff.
Deployment of staff and resources	<ul style="list-style-type: none"> ➤ To identify appropriate resources for the Faculty including those within the community and ensure that they are used efficiently, effectively and safely. ➤ To ensure an effective and fair

	<p>development of all staff, teaching and support staff.</p> <ul style="list-style-type: none"> ➤ To be responsible for a high quality learning environment within the Faculty including the VLE. ➤ To support the wellbeing of staff within the department.
Review and Evaluation	<ul style="list-style-type: none"> ➤ To contribute to the review and evaluation of the Faculty improvement plan in order to ensure the implementation of the vision and mission statement of the school. ➤ To monitor and evaluate the quality of teaching and standards of students achievement within the Faculty and lead in the setting of targets and intervention strategies.
Communication/Administration	<ul style="list-style-type: none"> ➤ To monitor the effective update and access to students records, reports, exam results, attendance and behaviour. ➤ To ensure the contribution to curriculum guides for Years 7/8/9/10/11 and Sixth Form flyers. ➤ To update SLT and Governors on Faculty progress. ➤ To contribute to the school calendar and staff briefing sheet school newsletter and website.
Parent Partnership and Wide community developments	<ul style="list-style-type: none"> ➤ To develop links with main feeder Primary schools. ➤ To support school functions. ➤ To develop supportive relationships with students, staff, Governors, LA, relevant agencies, Wimbledon Collage and St Philomena's. ➤ To develop appropriate links with other schools/ business/community to enhance and develop the curriculum.
Continual professional development	<ul style="list-style-type: none"> ➤ To be committed to self-review, one's own professional development and the professional development of colleagues.

Key competencies

Developing others	<ul style="list-style-type: none"> ➤ Works to develop the long term capabilities and potential of others ➤ Give clear and constructive feedback
-------------------	---

Support and Challenge	➤ A commitment to do everything possible for each other and to enable all students to be successful.
Developing others	➤ Works to develop the long-term capabilities and potential of others.
Drive for improvement	➤ Sets and tackles challenging targets.
Initiative	➤ The drive to act now to anticipate and pre-empt events.
Resilience	➤ To be able to have grit and determination in seeing things through to completion.