



# Job Description

## Head of Department - English

**Responsible to:** Assistant Principal

**Start date:** 7 June 2021

**Salary:** £35,353.00 to £51,006.00 per annum

A Head of Department salary is calculated as follows:

- Basic teacher salary (based on the Sixth Form Colleges teaching scale)
- A Head of Department allowance of £2,164.00 per annum, plus an additional £567.00 per annum for every group of 50 students enrolled onto the course, up to a maximum of £10,588.00 per annum. The allowance is set every three years, based on an average of the student numbers for the previous three years.
- The current Head of Department allowance for English is £10,588.00 per annum

### Role specific responsibilities

1. To lead on the teaching, learning and assessment of the English Literature specification.
2. To manage the wider English curriculum by working with the Heads of Subject for English Language, English Language & Literature, and Film Studies.
3. To teach up to four teaching groups within the department.
4. A contribution towards enrichment (non-examination) courses and subject support sessions.
5. Departmental duties of curriculum administration and leadership as required to maintain the department's academic success.
6. To convene regular formal subject area meetings, setting agendas, minuting meetings and circulating copies to appropriate staff members.
7. To establish common standards of practice within the subject area.
8. To ensure that curriculum costs and resources are deployed in a just, fair and sustainable manner.
9. The management of staff development, quality improvement, self-assessment, lesson observations and performance management within the department; including maximising the potential of staff within the subject.
10. The management of teaching, learning and assessment in the department.
11. The monitoring and development of students' academic progress during their courses and onto subject related courses in Higher Education and Apprenticeships.
12. Active promotion of the subject to potential students in local schools, during Year 10 and Year 11 transition events.
13. Actively engage (where appropriate) with local employers to wider develop student experience, employability skills and opportunities.
14. To work with the subject area team in ensuring that the environment is stimulating, celebrates student achievement and fosters an inclusive environment for learning.
15. To manage the assessment of student work in a reasonable and agreed time span providing constructive and oral and/or written feedback that clearly indicates strategies for improvement so that that students know what they need to do to progress.
16. Accountability for the department's academic record.
17. Alongside the Marketing and Communications Officer, develop the Alumni within the subject area.
18. Ensure that students are assessed and monitored in line with College's progress monitoring schedule.
19. Ensure that all staff within the subject area fully implement the College's Student Re-engagement and Fitness to Study policies.

20. Play a co-operative and supportive role within the curriculum areas across College as a whole through the sharing of good practice and mentoring/coaching activities for less experienced staff where this is appropriate.
21. Close liaison with Personal Tutors, Senior Tutors, Assistant Principals and the Deputy Principal in dealing with students with academic and pastoral concerns.
22. Attendance at Head of Curriculum, staff and departmental meetings, at least four High School Interview events, Open Evenings and Parents' Evenings (these may involve attendance outside normal working days).
23. Being in sympathy with the College's ethos which finds its roots in a staff strongly committed to the College in all aspects and activities. It is based on a philosophy that valuing students and helping them to experience success and sometimes working through failure helps them to grow in confidence and to succeed.
24. Ensure that the department is fully prepared for Ofsted inspections.
25. Ensure that all teachers within the department embed into schemes of work and their teaching, learning and assessment strategies where appropriate, the fundamental principles that underpin the Prevent Strategy and Fundamental British Values. You are also required to ensure that they are appropriately reflected in subject classroom and corridor displays.
26. To prepare and produce the department timetable to reflect the business needs of the College.
27. To help manage staff with their workload and well-being.

### **General duties and responsibilities**

The post holder is required to:

1. Promote, act as a role model and implement the College's policies, practices and procedures including those relating to diversity and inclusion.
2. Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the college's responsibilities under the Health and Safety at Work Act.
3. Demonstrate day to day commitment to the College's core values of community and mission statement.
4. Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Corporation.

***All staff and senior postholders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.***

### **Special features of the post**

This job specification is subject to review. Any changes in substance or interpretation will be implemented after consultation with the post holder.

### **Equality and Diversity Statement**

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, welcoming and safe environment for all its students, employees and visitors.

### **Safeguarding Statement**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. Employees are required to undertake appropriate safeguarding checks as well as providing proof of the right to work in the UK.

### **Prevent Statement**

All employees are required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

## Head of Department Further Particulars

### **Salary:**

In addition to the basic teacher salary, a Head of Department receives a sum of £2,164.00 per annum, plus an additional £567.00 per annum for every group of 50 students enrolled onto the course, up to a maximum of £10,588.00 per annum. The allowance is set every three years, based on an average of the student numbers for the previous three years.

### **Conditions of Appointment:**

Appointment is working to the terms and conditions of service for all College staff under the following main provisions:

### **Pension:**

You will be entitled to join the Teachers' Pension Scheme.

### **Annual Review:**

You will be required to participate in the College's performance management scheme.

### **Sickness, Maternity/Paternity, Disciplinary and Grievance:**

The Corporation's policies will apply. Details are available on the College website.

### **Disclosure and Barring Service:**

We have a strong commitment to safeguarding; all new appointments are subject to satisfactory enhanced DBS clearance.

### **College Security:**

Employees are required to wear identification badges at all times to adhere to Health and Safety and security procedures.

### **Safer Recruitment:**

We have a strong commitment to safeguarding; all offers of employment are subject to the following pre-employment checks:

- Two satisfactory references
- Enhanced DBS check with barred check list
- Overseas check if you have lived or worked abroad within the last 5 years
- Evidence of the right to work in the UK
- Prohibition check order
- Qualifications

### **Closing Date:**

The closing date for applications is Monday, 1 February 2021 and interviews will be held shortly after.

### **Applicants for this post are asked to:**

1. Complete the College's application form, Equality and Diversity and Criminal Convictions forms.
2. Write a supporting letter of application, with CV if you consider it useful
3. Give details of examination results, where applicable, for classes taught in the last four years.

### **Please send the completed details, as soon as possible, to:**

Jessica Norcliffe, Human Resources Manager, via email address [jobs@greenhead.ac.uk](mailto:jobs@greenhead.ac.uk)

*If you apply and are unsuccessful in being called to interview, can I thank you in advance for your time and trouble in making this application. Due to time constraints it would be impossible to respond to everyone individually - I hope that you will understand. The college is committed to Equality and Diversity and welcomes applications from all sections of the community.*

## Head of Department

### Person Specification

<b><u>CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>ASSESSED FROM</u></b>
<b>RELEVANT EXPERIENCE</b>	<p>Evidence of substantial and successful A Level teaching with a proven track record of raising student achievement</p> <p>Evidence of knowledge and practice of development in teaching within the subject area</p> <p>Ability to work with large groups of students in the classroom, in performance and in Enrichment</p>	<p>Experience of leading/coordinating an A Level English specification</p> <p>Work for Examination Board</p> <p>Experience of working with other stakeholders to raise student achievement, e.g. parents, carers, outside agencies, etc.</p>	<p>Application Form</p> <p>Interview</p>
<b>EDUCATION AND TRAINING</b>	<p>Good honours degree in subject area or a related subject</p> <p>Teacher qualification</p> <p>Evidence of appropriate continuing professional development</p>	<p>Further degree</p>	<p>Application Form</p>

<b>PROFESSIONAL ATTRIBUTES</b>	<p>A clearly articulated vision for the department</p> <p>Capacity to motivate, encourage and inspire students of all abilities</p> <p>Experience of implementing assessment strategies which lead to high student outcomes</p> <p>Experience and understanding of data analysis</p> <p>The ability to lead, manage, coach and mentor a diverse, experienced and successful team</p> <p>Ability to work flexibly, be resilient and self-motivated: a 'can do' approach</p> <p>Excellent organisational and administrative skills</p> <p>A commitment to continuous quality improvement</p> <p>A commitment to further professional development</p>	<p>Experience of curriculum development</p> <p>Experience of developing teaching, learning and assessment strategies, including ILT in the curriculum subject area</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
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<b>PERSONAL QUALITIES</b>	<p>A proven commitment to safeguarding and promoting the welfare of young people</p> <p>A proven commitment to diversity and inclusion and an understanding of the College's policies</p> <p>High expectations of students and staff</p> <p>Qualities that include enthusiasm, humour, commitment, high expectations, tact and integrity</p> <p>Excellent communication skills, both written and oral</p> <p>Ability to uphold and promote the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs</p>		<p>Interview</p> <p>References</p>
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