



Job Description – Head of English

- Responsibility for teaching English across our two Key Stage 3 classes.
- Responsibility for teaching other agreed non-examination subject areas (to be agreed with eg PSHE , Citizenship)
- preparing and delivering lessons to a range of classes of different ages and abilities;
- marking work, giving appropriate feedback and maintaining records of pupils' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials;
- selecting and using a range of different learning resources and equipment, including podcasts and interactive whiteboards;
- preparing pupils for qualifications and external examinations;
- managing pupil behaviour in the classroom and on school premises, and applying appropriate and effective measures in cases of misbehaviour;
- undertaking pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties;
- communicating with parents and carers over pupils' progress and participating in departmental meetings, parents' evenings and whole school training events;
- liaising with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers;
- supervising and supporting the work of teaching assistants, trainee teachers and newly qualified teachers (NQTs);
- participating in and organising extracurricular activities, such as outings, social activities and sporting events;
- undergoing regular observations and participating in regular in-service training (INSET) as part of continuing professional development (CPD).