



## **Job Description for the Head of English (including Library)**

**Responsible to:** Headteacher, Deputy Head, SLT, Governors, St Hilary's School Trust Ltd

**Line Manages:** Staff that teach English (including Classroom Assistants) and staff in the Library, the School Librarian, Students and Work Experience Placements.

### **Key tasks and responsibilities**

#### **Responsible for overseeing the teaching of English in all areas of the School**

In addition to undertaking the requirements for a qualified teacher, the following duties and responsibilities will be undertaken. It should be recognised that this position brings with it the need to be flexible and the list below should not be seen as exhaustive.

#### **General:**

- Actively promote and develop the ethos and vision of the school and show due regard to the School's Values and British Values
- Contribute fully to the life of the school
- Establish excellent relations with pupils, parents and visitors to the school
- Offer support and encouragement to colleagues within the English Department and other staff as necessary
- Give the highest priority to pastoral care and health and safety of pupils, staff and visitors, including Safeguarding
- Ensure high standards from staff within the within the English Department and Library when dealing with pupils and parents and the wider school, as necessary
- To be responsible for a Form
- Teach English and ensure that planning, preparation, recording, assessment and reporting meet the pupils' varying learning and social needs
- To attend Open Days and other events as required, including those out of normal working hours.

#### **Management:**

- To be fully aware of Safeguarding Policy and Procedures and liaise with the DLSO as necessary
- To support and advise the Head and SLT in aspects relating to the teaching of English and the Library, across the whole School
- To be familiar with the School Improvement Plan and complete an annual Curriculum Improvement Plan to support it
- To have a thorough working knowledge of the School's Policies and procedures and ensure the aims, values and vision of the school, are reflected in the English Department
- To understand the School's Charitable Status and the need for Public Benefit actively striving to involve the local community, including local schools (state and independent) striving for Inclusion and sharing expertise at all levels

- Keep up to date with educational theory regarding the teaching of all aspects of English
- To ensure the Library runs efficiently and effectively
- Be aware of the different Teaching and Learning needs of pupils in EYFS, Pre-Prep and Prep and liaise with the Head of EYFS and Deputy Head for feedback and support
- Actively promote effective teaching and learning practices within the Department to ensure the curriculum is exciting, stimulating and creative
- Develop systems to track the progress of all pupils including records of awards (internal and external) and scholarships at 11+
- To liaise with colleagues at key transition periods, when pupils move from EYFS to Pre-Prep and from Pre-Prep to Prep
- Advise the Headteacher re potential Academic Scholars for entry to Senior Schools
- To ensure that displays are of the highest standard
- To organise events, such as workshops for parents
- To liaise with the Deputy Head and oversee Appraisals within the Department, as required, according to the Appraisal Schedule and identify the Professional Development requirements
- To attend and support colleagues at Parents' Evenings.

*Please also see the General Head of Department Job Description for further information.*

Reviewed: January 2025

Head of English (including Library)

Headteacher:

