



Job Description: Head of English

Reporting to: SLT

Location: Ark Putney Academy

Contract: Permanent

Working Pattern: Full Time

Salary: Ark Main 1 to Ark Upper 3 £41,328 - £62,883 depending on experience

TLR: 1b £12,516

The Role

As Head of English you will lead, develop and manage the effective delivery of an outstanding curriculum, which enables the highest level of student progress and attainment. You will coach/mentor teachers at Ark Putney Academy and promote outstanding teaching and learning and a strong school culture within a nurturing and rigorous environment.

Key Responsibilities

Leadership and Management

- Build on a very successful English department with strong outcomes at KS4 and 5.
- Lead, develop and line manage the English teachers, through the provision of CPD, inset training days, supervising NQTs, ITT students and support staff.
- Monitor, evaluate and continually improve the quality of planning, teaching, and assessment of all members of the English team.
- Manage departmental budget and resources effectively and efficiently.
- Lead behaviour management in the department, securing strong routines for learning, consistent with the academy's policy, and liaising with tutors and parents when necessary.
- Develop strong partnerships and ensure regular communication with parents and carers.

Improving Teaching & Learning

- Model outstanding teaching and lead collaborative planning and development, including the sharing of resources and best practice within the department.
- Be responsible for tracking student progress across the department, analysing all relevant data to make data-driven changes to the curriculum design and intervention strategies and using the data to monitor the performance of subject staff.
- Be accountable for student progress in English across the school at all key stages, ensuring that all students achieve results in line with, or better than, value-added predictions.
- Monitor the work of the department through rigorous and regular lesson observations, work scrutinise, and provide detailed, constructive feedback.
- Lead joint practice development across the faculty subject teams, ensuring that outstanding practice is shared with all staff in the faculty and the wider school, and work with other department heads to exploit cross-year and cross-curricular links.





- Plan, deliver, monitor and evaluate the curriculum provision and enrichment for all year groups within the English department, consulting with the relevant subject leaders.
- Monitor the identification of and provision for students with individual needs and develop differentiated learning and teaching methods and schemes of learning.
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives.
- Work with colleagues, students and families to develop a strong school community.

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Head of English

Qualification Criteria

- Qualified to teach in the UK
- Degree in English or related subject

Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all students in a challenging classroom environment.
- Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work and of leading successful enrichment programmes including establishing a high achieving department within a large school.
- Experience of improving the quality of teaching and learning.
- Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance.
- Experience of interpreting complex student data to drive lesson planning and student progress.
- Mastery of and enthusiasm for your subject.
- Effective and systematic behaviour management.
- Knowledge of the national secondary education system, examinations and curriculum.

Behaviours

- Possess a genuine passion for and a belief in the potential of every student.
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action.





- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background.
- Excellent interpersonal, planning and organisational skills.
- Can skilfully manage and maintain effective working relationships with parents and other stakeholders.
- Resilient, motivated and committed to achieving excellence.
- Reflective and proactive in seeking feedback to constantly improve practice.
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards.

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training.
- This post is subject to an enhanced DBS check.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. To meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

