



**Newman Catholic College**

## **J O B   D E S C R I P T I O N**

### **SECOND IN DEPARTMENT – ENGLISH**

**MISSION STATEMENT: "Everyone Contributes, Everyone Counts, Everyone Succeeds"**

**School Aims:**

We aim to provide a school experience which:

- In its breadth introduces each boy to the fullness of a life rooted in the love of God.
- In its balance establishes attitudes, which produce concern for truth and respect for others.
- In its relevance enables each boy to make his contribution to society with dignity and faith.
- Respects the uniqueness of each individual regardless of gender, race, faith, social background or ability. Serves to develop a sureness to stand against all that undermines dignity of self and of others.

**Purpose of post:**

To work as a member of the English team seeking to improve examination results through effective curriculum delivery in this area.

**Key Tasks:**

As a leader of the English department, the teacher will:

**A STUDENT PERFORMANCE**

To research, review and disseminate reading strategies to boost the reading ages of all pupils (both those acquiring English as a second language and those exceed their reading age).

**To ensure improved examination results by:**

- a) To contribute to and develop the whole-school reading culture.
- b) To host regular student voice panels to inform departmental strategies.
- c) To develop and enhance the use of Google Classroom for the planning and implementation of home learning to best impact on student progress. monitor planning curriculum coverage and learning outcomes;

- d) Monitor departmental curriculum planning, implementation, pedagogy and progress
- e) Monitor standards of pupil conduct to ensure engagement with the curriculum.
- f) To evaluate the impact of departmental strategies on pupil outcomes to inform future strategies.
- g) Develop strategies and interventions to aid the development of targeted groups of pupils.
- h) Working with the Curriculum Lead on to the development of teaching and learning strategies.
- i) Disseminating current and future information on new resources and national developments in the English curriculum.
- j) Helping to organise and run departmental meetings
- k) working with the Head of Department with the organisation of extra-curricular activities and enrichment classes e.g. Master Classes
- l) deputising for the Head of Department in his/her absence;
- m) Oversee the effective implementation of SEND strategies across the department

## **B STAFF DEVELOPMENT:**

**To ensure performance management arrangements of the department are effectively discharged. Duties in this area include:**

- a) To ensure that departmental staff are fulfilling their teaching futures in accordance with the schools' aims, policies, and the teaching standards.
- b) To monitor and evaluate the contribution and impact of members of the English department to school improvement across the department. monitor and evaluate standards of teaching, identifying areas for improvement;
- c) To take responsibility for Early Career Teachers and to oversee the development of trainee teachers and link with their designated mentors.

## **C CURRICULUM CO-ORDINATION AND DEVELOPMENT:**

**To ensure effective delivery of all aspects of learning and:**

- a) To be responsible for the design of the KS3 English curriculum.
- b) To ensure that it is sequenced to reflect the KS2 and KS4 curricular and that it compliments the characteristics of our school population.
- c) To develop external links with inspiring authors or presenters.
- d) To ensure all schemes of learning are appropriate in their construction and address the needs of all children including the gifted and talented and the lower achievers.
- e) To review schemes of work on a regular basis.
- f) To monitor homework / classwork and Exam preparation in all Years, ensuring that work is relevant and interesting.
- g) Co-ordinate departmental review meetings for SEND students.
- h) To monitor assessment within the department in order to ensure that it informs the curriculum and leads to the raising of standards of work.