

## HEAD OF ENGLISH YEARS 4-8

In addition to the duties of a classroom teacher, the Head of English will be expected to:

- Have an in-depth understanding of, and a contagious enthusiasm for, English in all its forms, most especially Literature;
- Produce and update Departmental Handbook and Development Plans requested by the Head;
- Be responsible for working alongside colleagues in the planning and implementation of Syllabus and Schemes of Work for each year group;
- Ensure that particular attention is given to differentiation within each class, in line with Whole School Policy and in liaison with Learning Support;
- Monitor and review the department's assessment strategy, taking action when necessary and ensuring appropriate 'feed in' to Whole School policy.
- Ensure that departmental documentation is up to date and in line with school policy;
- Keep abreast of developments in education and the subject(s) in both the maintained and independent sectors;
- Promote the effective use of ICT throughout the department;
- Make timetabling recommendations for the subject(s);
- Encourage other members of the department to attend appropriate INSET;
- Manage the departmental budget and resources;
- Ensure that members of the Department mark and return to pupils one piece of work a week; that marking is clear and appropriate.
- Promote academic continuity and coherence by meeting termly with colleagues at the senior school, Bedales, and at the pre-preparatory school, Dunannie;
- Foster links with parallel departments in other schools;
- Consult with parents as necessary and pro-actively in addition to formal, diaried meetings.
- Promote the English Department through liaison with other departments, the development of cross-curricular links, reports to the SMT and, when required, through presentations to governors and/or parents
- Initiate and encourage school activities which raise the profile of English;
- Be responsible for Jaw and School Council.

Whole school responsibility, for example for Gifted & Talented, could be available for suitably qualified candidate.

Salary on Dunhurst scale, appropriate to experience.