



JOB DESCRIPTION

POST:	HEAD OF ENGLISH
RESPONSIBLE TO:	Faculty Director – English and Maths
LOCATION:	Aylesbury Campus (will be required across all 3 campuses (Aylesbury, Wycombe and Amersham))

Job Purpose:

1. To lead on curriculum development, innovation and coordination of achievement and progression outcomes for all learners.
2. To support outstanding student success by raising levels of student retention and achievement by identifying, exemplifying, and promoting within team best practice in the delivery of teaching and learning.
3. To lead and develop a high performing team of staff through effective performance management and formulate and deliver effective staff development.
4. To lead and develop an English curriculum offer that meets the needs of students, employers and stakeholders now and in the future.
5. To embed an aspirational culture with students and staff across the curriculum department.

Key Responsibilities and accountabilities

1. To develop and raise consistently high-performance standards through strategic leadership of English which deliver consistently strong outcomes.
2. To lead, motivate and develop the English curriculum across the college group to develop an outstanding learning environment.
3. Lead on the management of effective quality assurance processes for both GCSE and Functional Skills English.
4. To develop and support effective integration of English within vocational programmes of study.
5. Inspire imaginative and effective approaches to the delivery of teaching and learning within English across the college.
6. Support and promote a culture, which sets high expectations of staff and students within the English department.
7. To lead on planning and development of programmes of study for English that meet individual students needs and progression aims. Lead and develop on

schemes of work that provide individual learning that are used effectively for all courses within the English department.

8. To ensure efficient and effective range of processes, systems and procedures are in place for planning, monitoring and delivery of high-quality teaching, learning and assessment that comply with funding and awarding body regulations.
9. To oversee the identification and monitoring of students at risk of underperforming and ensure that clear actions and strategies for support are implemented to improve outcomes.
10. Lead and implement the Quality Cycle within English to consistently raise positive student outcomes.
11. Lead on the review of effectiveness of the provision within the department in accordance with the college's Quality Cycle and implement appropriate action plans to improve quality of teaching, learning and assessment and student outcomes.
12. To actively oversee and seek out and respond to student voice.
13. To oversee and support direct reports to deliver against set targets which in turn will account towards the post-holder's overall targets.
14. To oversee setting and delivery of high targets and ensure that all direct reports understand their respective responsibilities and accountabilities and how these align to college strategic outcomes.
15. To lead by example on curriculum knowledge, understanding and delivery of English and contribute and lead on current thinking and debate on teaching learning and assessment pedagogy.
16. Support with promotion and dissemination of good practice within the department, and develop and contribute to cross-college training events.
17. Work with the Faculty Director English and maths to actively seek new partnerships and facilitate collaboration that maximises growth and income against agreed targets.
18. To oversee and manage budgets and ensure effective delivery of offer through effective utilisation of resources.
19. To lead on the development of a coordinated approach to the delivery of English across the college group.
20. To support and develop a high-quality student experience that enables students to succeed beyond their expectations
21. To contribute to the effective appointment, induction, probation, and performance management of teachers within the department and, when necessary, manage complaints and/or conduct, capability and discipline issues.
22. To act as a Duty Manager as part of the College rota.

General

1. Actively promote and market the College and present a positive image of the College and its activities both within and outside the College environment.
2. Ensure the quality standards and performance measures applying to the work of the department are met and facilitate continuous improvements in all aspects of the post.
3. Ensure a minimum of 30 hours each year continuous CPD related to the success in the role.
4. Carry out any duties at all times in accordance with the College's policies including Equality and Diversity, Health and Safety and Child Protection Policies.
5. Incorporate into the role the philosophy, values and behaviour stated in the College mission and Strategic plan.
6. Ensure the adherence and maintenance of the College's security and disciplinary procedures
6. Undertake any other responsibilities commensurate with the grade of the post, which the Principal or their senior management representative may from time to time require.
7. Actively support the College policies on the protection of children and vulnerable adults.
8. The post will be based at one of the Colleges' campuses, but the duties of the job will require the post holder to work at any college campus or other location connected with the work of the college. Travel between the College main campuses will form a requisite part of this post

STAFF SUPERVISED: Curriculum teams; Lecturers, Business support staff.

CONDITIONS OF SERVICE Management Contract

This job description is a guide to the work that you will initially be required to undertake. It may be changed from time to time, in consultation with you, to meet changing circumstances. It does not form part of your contract of employment.

Date: March 2021

Skills	<p>Proven communication skills both verbally and in written work including the ability to negotiate effectively and persuasively and to express ideas clearly and succinctly</p> <p>Able to lead staff in ensuring students are successful on completion of their course</p> <p>Clear commitment to high standards and the ability to drive continuous improvement</p> <p>Excellent ability to effectively delegate fairly and equally</p> <p>Proven ability to understand and accurately interpret complex information and make sound, well-considered decisions, and judgements</p> <p>Proven ability to initiate and develop creative and workable strategies to improve performance</p> <p>Computer literate</p> <p>Able to manage a range of staff and develop their skills and expertise</p> <p>Excellent planning and organisational skills to secure successful outcomes</p> <p>Able to drive continuous improvement for self and others</p> <p>Excellent administrative skills</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Other Specific Qualities	<p>Ability to react flexibly under pressure and to work to and meet tight deadlines.</p> <p>Resourcefulness</p> <p>Ability to demonstrate values and behaviours suitable to work with children and young people.</p> <p>Demonstrable commitment to Equality and Diversity, Child Protection, Safeguarding and Prevent showing a desire to challenge inequality and promote diversity and adhere to College Policies and Procedures</p> <p>Ability to promote and deliver outstanding customer service.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Personality Motivation	<p>Demonstrable commitment to continuous professional development</p> <p>Ability to establish good working relationships with a wide range of people</p> <p>Ability to liaise with Senior Managers, prioritise workload and manage competing demands</p> <p>Self-motivated and able to motivate and inspire others</p> <p>Proven ability to work independently with minimal supervision and as part of a team</p> <p>Ability to innovative, forward thinking, and proactive</p> <p>Demonstrate high standards and expectations of self and others</p> <p>Role model high professional standards</p> <p>Be highly organised, methodical and have a flexible approach to working practices</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Physical Requirements	<p>Fit and able to carry out duties of the post</p>	<p>✓</p>	
Other	<p>Enhanced DBS (Disclosure and Barring Service) check will be required.</p> <p>Act as Duty Manager as part of the College rota</p>	<p>✓</p> <p>✓</p>	

E = Essential

D = Desirable