



Murray Park School

Job Description

Head of Subject English and Drama

Title: Head of Subject English and Drama (September Start)

Salary: Current Payscale and TLR 1A £9378

Responsible to: SLT link

Framework: To work within the framework of teachers' pay and conditions, current legislation and the policies of the school.

Key Purpose

The post holder will lead the English and Drama team, including the library, taking responsibility for the day to day management of the Department, as well as developing and driving the strategic vision for improvement across teaching learning and assessment; progress and achievement; and behaviour.

Key Tasks

- Working with other departmental members in order to manage operational processes needed to run subject courses
- Undertake regular, calendared monitoring activities, including data analysis and the implementation and evaluation of improvement strategies, to ensure progress and achievement for all
- Act as line manager for staff in the English and Drama team, including the library, supporting their professional development, evaluating their contributions, and carrying out Performance Management reviews.
- Collaborate with members of the team with leadership responsibilities in order to effectively co-ordinate planning, extra-curricular activities, stretch and challenge, assessment and behaviour management within English and Drama
- Contribute to whole school priorities and initiatives, including acting as a role model to other leaders and aspirant leaders in the school community

- Ensure that innovative approaches to learning are made available to those students identified as disadvantaged, with specific learning needs, or at risk of underachievement in their subject area
- Monitoring the impact of individual teachers and working with the line manager in order to ensure that they are accountable for their work.
- Regularly monitor teacher planning, lesson delivery and adherence to the school marking policy
- Being the first point of contact for parents in relation to subject specific issues such as behavioural issues or non-attendance at lessons
- Managing the budget for the English and Drama team, including the library, to ensure value for money

Duties as a classroom teacher:

Middle Leaders will be expected to teach across the age and ability range in accordance with the job description for a classroom teacher, including

- Teaching in an agreed curriculum area
- Planning structured lessons that meet the needs of individual students and sharing plans and teaching resources with colleagues
- Maintaining records, marking and assessment of pupils' work according to school and
- Departmental policies, external examination and national curriculum requirements.
- Reporting on pupils as required by the school policy and national curriculum requirements
- Using school procedures to maintain your teaching area/s to a standard that motivates pupils and meets health and safety requirements
- Following safe working practices in all your teaching and duty situations

Leadership and Management Responsibilities

Leaders and Managers should, at all times, demonstrate high standards that support our expectations of staff and in particular should:

- Set and maintain clear expectations for staff and students.
- Be consistent in upholding agreed principles and practices.
- Be approachable and enable two-way communication.
- Listen to and support colleagues.
- Recognise success in achievement and development.
- Challenge unacceptable performance.
- Inspire others through our positive and enthusiastic approach.

- Use data to identify underachievement and lead staff in providing rapid and effective intervention.

The post-holder will be expected to carry out other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of the post.

WARNING: Murray Park School is committed to safeguarding and promoting the welfare of children. As this post is classed as having substantial access to children, appointment will be subject to a police check of any previous convictions.