



## St. Joseph's Institution International School

### POSITION DESCRIPTION

<b>Job Title:</b>	<i>Head of English (High School)</i>		
<b>Reporting To:</b>	<i>Assistant Principal (Teaching and Learning)</i>		
<b>Direct Reports:</b>	<i>Subject Teachers</i>		
<b>Effective starting from:</b>	<i>1 August 2026</i>	<b>To:</b>	<i>31 July 2028</i>

**Primary Purpose:** The Head of English's primary responsibility is to ensure high quality teaching and learning occurs within the Department.

**Position in Context:** The Head of English is responsible to the Assistant Principal (Teaching and Learning) for the development, leadership and management of the Department. The Assistant Principal (Teaching and Learning) in turn reports directly to the Deputy Principal of the High School.

#### **Personal Specifications:**

- Leadership skills
- Emotional and social intelligence
- Decision making and problem-solving skills
- Excellent communication
- Excellent organisational and time management skills
- Ability to work collaboratively with staff, students, parents, administrative staff and the SLT
- Excellent organisational and time management skills
- Diligence

#### **Major Activities:**

1. Teaching and Learning
2. Assessment and Reporting
3. Curriculum Development
4. Resources and Budgeting
5. Leadership and Management
6. Teaching
7. Managing and Developing Relations within the School
8. Relations with Parents and the Wider Community
9. Other general/administration



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### Specific Duties and Responsibilities:

#### 1. Teaching and Learning

- Oversee pedagogical practices and classroom management within the department to ensure high quality teaching and learning occurs. This will include modelling excellent teaching practises to other staff within the department.
- Monitor the quality of teaching and learning within the department and provide assistance and support when required to individual teachers.
- Monitor and support departmental performance using drop in observations, work reviews and learning walks
- Create a culture where best practice is shared among colleagues within the department
- Ensure staff members in the department are contributing to the development of the whole student, eg, developing meaningful approaches to learning, SJIM values and ethos, Character and Wellbeing
- Ensure that department homework is set in accordance with the school policy and used to support effective learning.

#### 2. Assessment and Reporting

- Oversee all aspects of formative and summative assessment.
- Ensure that high quality written reports and student targets are produced by all teachers.
- Monitor student progress towards targets.
- Have clear strategies in place which allow for intervention when groups or individuals do not make expected progress.
- Provide opportunities for all staff to participate in standardisation and moderation exercises that allow for consistency of assessment practises.
- Ensure the completion of internally and externally assessed coursework administration and entries for external examinations.

#### 3. Curriculum Development

- Ensure quality, rigour and detail in the short, medium and long-term planning so that staff have clear guidance on how to deliver the subject and course content.
- Liaise with Elementary School staff to ensure curriculum transition between Year 6 and Year 7 is of a high standard.
- Oversee procedures to ensure setting is completed in a reliable and valid manner (only for subjects where setting occurs). Ensure communication to students and parents is conducted as per requirements of the Assistant Principals, Pupil Profile Leader and/or the Head of Sixth Form.



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#### **4. Resources and Budgeting**

- Ensure adequate resources are provided to fulfil requirements of schemes of work.
- Ensure all teaching spaces, offices and storage areas are maintained to a high standard and teaching spaces present a stimulating climate for learning.
- Manage department resources and budget.

#### **5. Leadership and Management**

- As part of the middle leadership team, role model the values of the school in all aspects of work.
- Provide leadership to all teachers in the department. This includes actively engaging in the responsive appraisal process for all staff and ensuring staff meet professional standards as outlined in school policy.
- To ensure student data is up to date and fulfils the school's requirements; monitor and use this data to enhance student improvement within the department.
- Oversee the after school provision for students requiring additional support and direct teachers in terms of the delivery of the curriculum and teaching and learning
- Liaise with the Assistant Principal (Teaching and Learning) with regard to allocation of staffing loads.
- Understand the CPD needs of department members based on your ongoing monitoring and evaluation of teaching and learning and observations and feedback provided by Assistant Principal (Teaching and Learning).
- Monitor that staff are planning lessons of appropriate level and challenges.

#### **6. Teaching**

- Teach allocated classes and participate in CCAs as required.

#### **7. Managing and Developing Relationships within the School**

- Interact on a professional level with academic and administrative colleagues to establish productive working relationships
- To contribute to meetings, discussions and systems to facilitate the smooth running of the school

#### **8. Relationships with Parents and the Wider Community**

- Lead information sessions about English in the High School
- Prepare and present informative reports to parents in a professional manner
- Facilitate parental engagement by ensuring Home Learning tasks detail how parents can assist their children
- Prepare presentations for parental groups as required



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#### **9. Other general/administration**

- Act as a form tutor, if required, and assume pastoral responsibility for a group of students under the leadership of the Head of Year.
- Coordinate participation in appropriate external competitions and department specific CCA's.
- Participate in marketing events.
- Participate in school assemblies and other events.
- Perform duties and cover lessons, as required.
- Other duties as directed by the Head of School.