



HOPE VALLEY COLLEGE

JOB DESCRIPTION

Name:

Part 1: You are required to carry out the duties of a schoolteacher as set out in the Schoolteachers Pay and Conditions Document.

Part 2 **Post: Head of English** with overall responsibility for the teaching in Key Stages 3 and 4

Part 3: You are required to carry out such particular duties, which the Principal may reasonably direct from time to time

In addition you are required to undertake the following responsibilities:

Principal responsibilities: Head of Department

Additional specific responsibilities:

1. To provide leadership to the department in teaching and learning methodologies and organisation
2. To take the lead role in the management of the English department
3. To supervise the use and care of the English classrooms
4. To be accountable for the department's work to students, parents, the College management team and Governors.
5. To take the lead in developing students' literacy across the College.

General duties

1. To carry out a share of supervisory duties in accordance with published rosters
2. To be Tutor of an assigned Tutor group and to carry out related duties in accordance with the general job description of Tutor
3. To participate in appropriate meetings with colleagues and parents relative to the above duties

It is the individual's responsibility for promoting and safeguarding the welfare of children he/she is responsible for, or comes into contact with.

The teacher should retain one copy of this job description and the Principal retain the other

POLICY STATEMENT

Hope Valley College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.