

**JOB DESCRIPTION: DEPUTY HEAD OF DEPARTMENT****NAME:****POST:** Deputy Head of English**RESPONSIBLE TO:** Head of English**A. Main Purpose**

- The Deputy Head of Department is responsible for supporting the Head of Department to lead a team of teachers in achieving the College mission to provide high quality teaching and learning, tailored to individual student need. The Deputy Head of Department supports the Head of Department in having responsibility for the quality of outcomes and will work with their team to continuously evaluate and improve outcomes for learners.

**B. Main Responsibilities****Leadership and Management of Teaching and Learning**

- To help oversee the development of stimulating learning and teaching materials
- To help to ensure all schemes of work are prepared and kept updated
- To encourage the sharing of good practice across the department
- To help ensure regular testing and assessment takes place
- To help to supervise the management of coursework, where applicable
- To help oversee the continued development of the departmental Microsoft teams sites
- To help select specifications and liaise with exam boards/the College Examinations Officer
- To develop the English department Enrichment programme
- To facilitate past paper clubs across the English A Level subjects

**Quality Assurance**

- To help monitor and analyse data regarding examination performance
- To contribute to the annual Self-Assessment Report (SAR) and help implement the quality improvement plan
- To observe lessons and take part in learning walks
- To help ensure there is a centralised department record of student marks
- To help conduct and respond to course evaluations/surveys
- To help ensure the department is Ofsted-ready

**Communication**

- To contribute to department meetings, leading where the item is related to the course you oversee
- To support the Head of Department with planning and delivering policies, INSET, etc.
- To deputise for the Head of Department, where necessary, in Divisional Heads of Department meetings or any other meetings that Heads of Department are required to attend

**Management of People**

- To participate in the induction and the support of new members of the team
- To support the Head of Department with carrying out annual professional reviews of the department team
- To identify training needs and assist with training

**Other responsibilities**

- To help manage the departmental budget in the most effective way, and prepare bids into the College Development Fund as required

- To forge curricular links, for example with HE, wherever appropriate and possible
- To fulfil responsibilities as a teaching member of the subject as detailed in the job description for a teacher/tutor
- To communicate with the parents of students and prospective students, including attendance at Consultation Evenings, Parent Tutor Evenings and Open Evenings
- To interview prospective students
- To help take responsibility for the Health and Safety of the department, ensuring that the staff and students adhere to the College Health and Safety Policy at all times
- To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding
- To carry out other reasonable requests as may be required from time to time by the Principal