



# Northampton School

## Nurturing Success



### JOB DESCRIPTION

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

### Head of Department - ENGLISH

Line Manager: INITIALS

### JOB DESCRIPTION

All HoDs are expected to lead their curriculum areas to ensure that individual subjects align with our whole school intent and the following core principles:

- to provide a broad and balanced curriculum that is ambitious for every student.
- to embolden students with 'powerful knowledge' – knowledge that goes 'deeper and further' than the National Curriculum and acts as a lever for social justice so that students can compete with their peers from more privileged backgrounds and with greater cultural capital.
- to prioritise a knowledge-rich and word-rich curriculum that allows students to know more, remember more and do more, over time.
- to develop a carefully sequenced curriculum that allows students to make both explicit and implicit connections between topics and concepts.
- to create a curriculum that allow students to build increasingly complex mental models of ideas and concepts.
- to sequence the curriculum to revisit prior learning and progress towards clearly defined end points.
- to avoid the 'curse of content coverage' and prioritise depth of understanding across the curriculum to design a curriculum that inspires students' curiosity.

**The role of a HoD is at the heart of our trust vision to build a 'curriculum culture'. HoDs have an extremely active role to play in shaping this culture and leading the 'curriculum conversations' with their teams. All HoDs recognise that the curriculum is never a finished artefact – it is always in the process of review, reflection, evaluation and improvement. In contributing to this culture, HoDs will be involved in the following activities:**

- Prepare for and contribute to the 'curriculum conversations' that occur in every Curriculum Management meeting across the year.
- Utilise membership to the 'Curriculum Thinkers' community to support the CPD of you and your team – adopting the best practice from other subject leaders and sharing your own expertise with a wider community.
- Engage with wider reading and CPD to create a common language when discussing the curriculum.
- Foster a culture of ongoing reflection during curriculum team meetings and training days: deliver agendas that create time for curriculum development and the sharing of evidence-based 'best bets'.
- Produce a departmental 'Story of' for your subject and work collaboratively with the team to outline a shared approach to curriculum vision, intent, and implementation.
- Engage in an ongoing process of curriculum evaluation – detailing the rationale for your departmental approach.
- Actively involve teams in agreeing the 'fundamentals' for curriculum implementation – the pedagogical-content knowledge that is right for your subject and students.
- Review curriculum end points – identifying the explicit knowledge and skills that students need to 'master' within and across the curriculum. These are then used to ensure that the curriculum allows



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students to systematically revisit and retrieve these ideas across the key stages.

- Write the departmental response to the whole school's Development Plan strands and be accountable for progress against these strands over the course of the academic year.

### Specific responsibilities of this role:

- To ensure that academic achievement in KS3 English and KS4 English Language and English Literature meets whole school academic targets for all year groups: for the disadvantaged student cohort within each year group; for students with different levels of prior attainment and ability, and for students with SEND.
- To ensure that the Key Stage 3 English and the Key Stage 4 English Language and Literature curriculum is suitably adapted to ensure appropriate and rigorous curriculum progression in line with the EIF and whole school priorities.
- To ensure that a rigorous and robust assessment, tracking and intervention framework is in place to support students in achieving their aspirational target grades in your subject area(s).
- To ensure that equality of opportunity and diversity are promoted within your subject.
- To ensure that all subjects are in line with the whole school 'Curriculum and Learning Policy' and the department continues to model the principles of exceptional curriculum design and implementation.
- To provide an effective contribution to the school's QA framework, Professional Development programme and Appraisal process in conjunction with the link SLT.
- To lead effective and purposeful curriculum team meetings in line with the whole school guidance on the annual QA calendar of activities and centralised agenda items.
- To plan purposeful curriculum time during whole school training days and use these opportunities to further the pedagogical and pedagogical-content knowledge of the team.
- To manage the quality of feedback in the department so that it is consistently in line with the core principles outlined in the 'Curriculum and Learning Policy'.
- To lead on the design and implementation of a departmental 'Feedback Policy' – building on the principles of the whole school policy but adapting to suit your context and your subject.
- To manage the quality of teaching and learning in the department so that it continues to deliver outstanding academic outcomes and remains evidence-informed.
- To ensure that where teachers are absent, work set for students in English is of appropriate challenge and rigour.
- To ensure that students received purposeful homework tasks that are effectively sequenced as part of the curriculum – creating subject-specific approaches that help to consolidate knowledge and understanding whilst being mindful of workload for both students and staff.
- To ensure that parents are kept informed about their child's progress and how best to support them at home.
- To write the departmental response to the whole school development plan strands and to be accountable for progress against these strands over the course of the academic year.
- To ensure that the department promotes British Values and SMSC at an outstanding level and plans deliberate opportunities for students to engage with these across the curriculum.
- To ensure that students have an outstanding level of careers guidance across the whole curriculum for your subject(s) to fulfil Gatsby benchmarks, especially Benchmark 4.
- To encourage and monitor the delivery of disciplinary literacy and to promote opportunities for reading beyond the curriculum in your subject(s).
- To attend and contribute positively to Curriculum Management meetings.



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- To run the designated budget efficiently to promote the quality of teaching and continue to improve students' progress.
- To oversee the promotion of your subject(s) effectively on the website and to ensure the maintenance of accurate information on the school's Management Information System.
- To take responsibility for the professional development of yourself and that of the wider team – seeking out opportunities that further the expertise and experience of the department and that can help contribute to students' success.

**December 2024**