

Where Young Minds Thrive

BEAULIEU CONVENT SCHOOL

The aim of all posts of responsibility at Beaulieu is to sustain and improve the quality of learning of the students in the school. Allowance holders work with the Head of School, Deputy Headteacher, Assistant Headteachers and other Senior Staff to promote educational opportunities, equality of opportunity and a quality-working environment for both teaching staff and students.

Title: Head of English & Media Studies

Post Grading MPS + SA5

Accountable to: Head of School & Professional Partner (Assistant Headteacher)

Postholder: TBC

Date: 5 January 2022

**Personal qualities required**

A demonstrable passion for lifelong learning, academic excellence and leadership in English & Media Studies Education and Formation

* A good honours or post-graduate degree preferably in English and a high intellectual ability
* A proven ability as a solid team player with a ‘can-do’ attitude
* A proven ability as an innovative, results orientated, self motivated, energetic, creative problem solver
* A proven track record of administrative success with an exceptional eye for detail
* An ability to engage in multiple tasks, to motivate and inspire others and to lead change successfully
* An excellent record of teaching experience
* An internationally minded outlook with an understanding of the requirements of managing an organisation within the Roman Catholic tradition
* Excellent interpersonal skills
* Experience in developing and achieving a strategic plan and development initiatives
* Have an awareness and understanding of the requirements of a commercial organisation

**Strategic Leadership and Management Responsibilities**

* Advise and support the Head of School on all aspects of school management specifically in relation to the English and Media Studies Curriculum and Student Formation
* Be a highly visible, proactive and approachable presence to students, staff and other stakeholders around the school and at school events and activities while sustaining the specific demand of the role
* Ensure a safe and supportive learning environment is provided for all learners before, during and after the timetabled day including lunchtimes
* Contribute to the development of the strategic vision of the school within their specific area of responsibility
* Keep up to date with statutory requirements and curriculum innovation and ensure that these are communicated to the Head of School, Leadership Team and relevant people
* Search out evidence based learning practice from across the system, evaluating our own against it and make recommendations to the Head of School and Leadership Team on how it may be incorporated into our provision in a planned and systematic way
* Take responsibility for line managing specific individuals, teams and areas, being accountable for their performance and ensuring that they meet the overall standards expected by the school
* Play a key role in the day to day running of the school including leading, oversight of and attendance at special events and for specific areas
* Put high quality learning and teaching at the centre of strategic planning, resource management, monitoring, review and evaluation
* Use new technologies in an integrated way to develop teaching, learning and the leadership and management of the school
* Manage resources and health and safety effectively and efficiently to achieve the goals of the school and ensuring value for money
* Take responsibility for producing clear, concise, well researched and evidence based policies, plans, processes and reports for a variety of audiences and stakeholders within and beyond the school
* Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of school life as well as specific areas of responsibility
* Contribute actively to leadership beyond the school within the CYPES partnership and within the local Catholic community where appropriate.

**Leading and managing Teaching, Learning, Achievement and Standards**

* Teach high quality lessons for a significant proportion of the week at least 18 hours
* Take on the roles and responsibilities of a pastoral mentor as required
* Monitoring, evaluating and reviewing classroom practice and promoting agreed improvement strategies in line managed areas
* Ensure teaching quality meets school expectations, challenging underperformance and ensuring effective follow-up action
* Celebrating success and implementing ambitious strategies for continuous improvement while proactively challenging underperformance at all levels

**Leading and Managing People: Professional and Staff Development**

* Undertake appropriate personal professional development consistent with identified needs and participating in arrangements for performance management and review of self and other staff
* Contribute to staff recruitment, deployment, development and review
* Develop and maintain a culture of high expectations for self and others and take appropriate action when performance is unsatisfactory
* Regularly review own practice, set personal targets and take responsibility for own personal development

**Leading and Managing Working with the Community**

* Contribute actively to developing links with the community especially the local Catholic community through an agreed framework
* Develop positive relationships with students, parents and colleagues and ensure learning experiences are linked into and integrated with the wider community, especially in terms of transitions
* Create and maintain effective partnerships with parents and carers
* Use every opportunity to promote the achievements of the school
* Attend and contribute to Board of Trustees and Parents Council meetings as required and also events in the wider community as required and agreed

**General Administration and Responsibilities**

**In addition to responsibilities for Curriculum leaders as outlined in the School’s terms and conditions of service:**

* To raise the standards of student attainment and achievement within the whole curriculum area through the creation and integration of an innovative but high quality curriculum provision for English Literacy and Media Studies across the whole school (3-18)
* To work closely with and to lead and support on Literacy development work within the Learning Centre as advised and in partnership with the Head of Centre
* To be accountable for student progress within the department/faculty area
* To develop and enhance the teaching of others in this curriculum area

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Jobholder*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Member of ELT*