



Post:	Permanent Head of Department: English [with responsibility for English Literature, Media Studies and Whole-school Literacy]
Reporting to:	Principal
Hours:	Full Time, Permanent
Salary:	MPS/UPS + 3 Teaching Allowance Points
Start Date:	01 September 2025
Lesson Observation:	Friday, 20 th June 2025
Interview Date:	Monday, 23 rd June 2025

We are looking for a dynamic leader and teacher committed to Integrated Education to work as part of a team committed to raising standards.

Applications are invited from suitably qualified and enthusiastic teachers.

- To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Senior Leadership Team.
- To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, takes responsibility for professional development and motivates pupils to achieve.
- The role will require collaboration with the SLT team and Assistant Principal for Curriculum to review the curriculum offer.

AREAS OF RESPONSIBILITY AND KEY TASKS

Leadership and Management

- To be responsible to the Principal, Vice-Principals and leadership team for the organisation and management of a subject department in accordance with the policies, procedures and guidelines agreed by school management, to undertake any other duties or tasks related to this position which may be reasonably required by the principal.
- To lead whole-school literacy by coordinating a detailed programme of activities in line with the school development plan and the NI Curriculum updates;
- To formulate, implement, monitor and evaluate a Departmental Scheme of Work including a development plan, rationale, aims, objectives, staffing, staff development, resources, progression/continuity, differentiation, special needs approach, teaching methods, assessment arrangements, homework policy, cross-curricular themes, inter-subject links, numeracy, literacy, I.C.T. aspects, careers education, evaluation procedures, unit outlay.
- To ensure adequate resources are in place to deliver efficiently and effectively the common curriculum, to undertake and delegate (when necessary) the requisitioning process.
- To lead, monitor and support the work of a team of Teaching and non-Teaching staff [Departmental Classroom Assistant & Departmental Technician], to create a purposeful

working atmosphere in which every member of staff's work is valued and thus he/she feels valued.

- To establish high standards of work from pupils, to monitor their progress and ensure that appropriate guidance strategies are given.
- To undertake appropriate assessment measures (formative and summative) that aid pupil progress, termly and end of year tests fall within this remit. To use varied forms of assessment including teacher observations, discussions with students, marking, written tests, practical interactive activities and other structured assessment tools measured to pupil stages of development.
- Plan and organise the curriculum for their subject throughout the college, establishing how excellent standards, continuity and progression can be achieved and sustained.
- Regularly and systematically provide guidance to colleagues on content, methodology and resources.
- To work collaboratively with the Assistant Principal for Curriculum to ensure appropriate target setting and sharing of effective practice
- To create a team identity within the department, holding departmental meetings which are purposeful, structured, recorded, tasks delegated, followed-up and evaluated.
- To prioritise, monitor and review quality teaching and learning within the Department through regular lesson observations and other qualitative and quantitative measurement tools. To provide support and challenge underperformance.
- To liaise with the additional needs leader to ensure active implementation of the College's Programme and IEPs.
- To establish with the Department a coherent system of celebrating student achievement, to create the required ethos of mutual respect and understanding.
- To share with the Leadership Team the responsibility for the professional development of staff as appropriate to their needs.
- To support and advise fellow colleagues in disciplinary action when appropriate and in accordance with the procedures established in College policy.
- To undertake and provide evidence of self-evaluation at departmental and individual basis on a regular basis
- To complete a yearly analysis of departmental results, identify trends, strategies for improvement and priority students using data and benchmarking to monitor progress in every child's learning.
- To lead learning within the department by ensuring there is regular monitoring on-going improvement, using regular data to track student performance and underachievement.
- Use pupil voice to monitor and evaluate classroom practice using questionnaires, surveys and verbal feedback and is an essential requirement for this post.
- To review the qualifications on offer on an annual basis and change if required, to meet the everchanging profile needs of students.

Planning, Teaching and Class Management

Teach allocated students by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge students and ensure high levels of interest
- setting appropriate and demanding expectations

- setting clear targets, building on prior attainment
- be aware of and make provision for students who are AEN/SEN/EAL, very able, LAC or who have other particular individual needs
- liaise with the SENCO to ensure Departmental Classroom Assistant(s) are effectively utilised
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- ensuring effective teaching and best use of available time
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- using a variety of teaching methods to: match approach to content, structure information, present a set of key ideas and use appropriate vocabulary, use effective questioning, listen carefully to students, give attention to errors and misconceptions. Select appropriate learning resources and develop study skills through library, ICT and other sources: Ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluating own teaching critically to improve effectiveness
- ensuring the effective and efficient deployment of classroom support

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor students' work and set targets for progress
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving
- undertake assessment of students as requested by examination bodies, departmental and school procedures; school procedures
- prepare and present informative reports to parents
- undertake assessment of students and participate in the school's system reporting to parents
- Curriculum Development and curriculum offer reviews at each Key Stage
- To lead reporting of Levels of Progression as required by the NI Curriculum.

Pastoral Duties

- promote the general progress and well-being of individual students and of the Form Tutor Group as a whole
- liaise with the Pastoral Leader to ensure the implementation of the school's pastoral system
- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- contribute to the preparation of Action Plans and progress files and other reports
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff
- contribute to whole-school programmes such as PSD and the Careers programmes according to school needs

Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- know subject(s) or specialism(s) to enable effective teaching
- be required to teach other subject areas depending on pupil need and demand, curriculum needs or changes and staffing demands and constraints
- take account of wider curriculum developments
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and events with partner schools in the North Belfast Area Learning Community
- take responsibility for own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors.
- use a variety of sources of evidence to evaluate the impact of teaching and learning in the classroom
- use a variety of sources of evidence to evaluate the impact of your pastoral role
- actively contribute to the extra-curricular programme

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

The Job may ALSO REQUIRE changes by the Principal to undertake other tasks

THE DEPARTMENT

The English Department aims to provide exciting and stimulating learning opportunities for students of all abilities in an engaging and inclusive environment. There is a Head of Department and an Assistant Head of Department. Together, they work together to strive to make learning active, challenging and enjoyable so that we can promote each student's capacity for development and maximise their potential to achieve. We aim to ensure that assessment supports learning, increases motivation and raises levels of achievement. We seek to foster in all students a love of the subject and a confidence and competence in reading, writing and speaking and listening that will empower them as informed individuals and contributors to society. The English

Department have very high expectations and their results continue to remain within the medium/higher quartiles for the last five years.

Subject offer:

GCSE English Language – CCEA

GCSE English Literature – CCEA

GCSE Media Studies– Eduqas

A Level English Literature – CCEA

A Level Media Studies – WJEC

The curriculum offer is reviewed every year in line with the Key Stage 4 and Key Stage 5 cohort profiling.

***This job may be altered from time to time in line with the developing needs of the College.
Criteria for this post may be enhanced to facilitate shortlisting.***

THE INTERVIEW PROCESS

Stage 1: Application Form – If shortlisted, applicants will progress to Stage 2.

Stage 2: Lesson Observation. It is anticipated that Lesson Observations will take place on Friday 20 June 2025. If successful at this stage, applicants will progress to Stage 3.

Stage 3: Interview. It is anticipated that interviews will take place on Monday 23 June 2025.

****Please note that correspondence regarding all matters related to this post will be made via email.***

Job Specification

Post: Permanent Head of English (with responsibility for English Literature, Media Studies and Whole-school Literacy)

ESSENTIAL CRITERIA	
1	EDUCATION AND QUALIFICATIONS <ul style="list-style-type: none"> a) Recognised or provisionally recognised, to teach in a post-primary college by the Department of Education (NI) b) Registered or have the capacity to be registered with GTCNI c) Relevant Honours degree/Post Graduate degree
2	RELEVANT EXPERIENCE <p><i>Demonstrate using examples from your own practice</i></p> <ul style="list-style-type: none"> a) Experience of teaching English to Key Stage 3 (provide evidence in practice inc. dates) b) Minimum of 2 years teaching GCSE English Language (provide evidence in practice inc. dates and Awarding Organisation/s) c) Experience/ability of teaching GCSE English Literature: (provide evidence in practice inc. dates and Awarding Organisation/s) d) Experience / ability to teach A Level English Literature & Or Media Studies (provide evidence in practice inc. dates and Awarding Organisation/s)
3	TEACHING AND LEARNING <p><i>Demonstrate using examples from your own practice</i></p> <ul style="list-style-type: none"> a) Proven track record of excellent / outstanding teaching – include Performance outcomes at GCSE/L2 and A Level/L3 (provide evidence in practice) b) Experience/ability of leading subject specific support interventions for KS3 and KS4 (provide evidence in practice)
4	COMMITMENT TO INTEGRATED EDUCATION <p><i>Demonstrate using examples from your own practice</i></p> <ul style="list-style-type: none"> a) A positive commitment to the NICIE core principles of the Integrated Education through your teaching experience: <ul style="list-style-type: none"> • Equality • Faith and Values • Parental Involvement • Social Responsibility (provide evidence in practice from curriculum/pastoral experience)

5	ABILITY TO UNDERTAKE SELF EVALUATION AND MANAGE TEAMS	<i>Demonstrate using examples from your own practice</i> a) The ability to undertake self-evaluation on an individual and department basis and utilise these results to positively influence whole school improvement (provide evidence in practice) b) The ability to lead teams, build leadership capacity and promote professional learning (provide evidence in practice)
6	COMMITMENT TO EXTRACURRICULAR, ENRICHMENT & INTERVENTIONS	<i>Demonstrate using examples from your own practice</i> a) Experience of organising relevant departmental educational / extracurricular experiences for students (provide evidence in practice)

DESIRABLE CRITERIA

1	EXPERIENCE IN GIVEN AREA	<i>Demonstrate</i> a) Previous experience in a leadership role with a minimum of one teaching allowance (within the last five years)
<p>*Please note that criteria may need to be enhanced to facilitate the shortlisting process.</p> <p>*Hazelwood Integrated College has the right to rescind this appointment before start date.</p>		