



CHENGLO SCHOOL

AS A WITNESS TO THE LIGHT

JOB DESCRIPTION: Head of English

PURPOSE: Chengelo's stated purpose is to:

"Educate and train young people to become Witnesses to the Light of
Jesus Christ in Zambia and beyond"

The Head of English (English and French) department is to take full responsibility for the running of the Department. This means ensuring the provision of world class education for pupils, with a strong commitment to spiritual, character, and leadership development.

ACCOUNTABLE TO: The Head of English (English and French) is responsible to the Head of Academics in all matters of strategic development of academic progress within their department.

WORKING RELATIONSHIPS:

- The Head of English (English and French) will work alongside the other Heads of Department in supporting the Head of Academics in delivering the school's academic provision.
- The Head of English (English and French) will line-manage the subject teachers in their department as well as the Librarian/Library Assistant.

1. TEACHING AND LEARNING

- Provide strategic leadership for the running of the department.
- Mentor the teachers within the department to enhance their practice and prepare them for roles with greater responsibility.
- Ensure good professional practice, standards and quality of teaching and learning in the department subject areas.
- Advise and contribute to curriculum development.
- Coordinate the teaching, learning and assessing for the department.
- Ensure timely and adequate provision of textbooks, materials, and equipment required for the effective teaching of the subjects in the department.
- Hold regular department meetings and ensure accurate minutes are kept.
- Teach a reduced timetable (preferably 16 lessons per week).

2. STAFF

- Advise and train new staff on academic matters for their department
- Plan and deliver INSET and CPD for staff development within their department and ensure department staff keep abreast of curriculum developments in the UK and in Zambia.
- Provide support, advice and encouragement for department colleagues in the performance of their duties including, on occasion, the need to counsel staff, or to resolve problems between them.
- Ensure good communication. Constantly relating with Head of Academics and other relevant members of staff to resolve issues affecting the Department
- Attend Heads of Department meetings.

3. PASTORAL CARE, SPIRITUAL GROWTH AND ENRICHMENT

- Actively take part in the organisation of school events such as the school play
- Contribute to and benefit from the wider life of the school by getting involved in student and staff programmes that promote well-being, enrichment, and spiritual growth.

4. RESOURCES AND INFRASTRUCTURE

- Prepare an annual budget for the academic provision in the department and manage expenditure within this budget.
- Evaluate all resources and systems related to the delivery of English and French and ensure they enable effective teaching and learning.

5. EXTERNAL RELATIONS

- Co-ordinate the report writing process and monitor standards within the department.
- Be available at the beginning and end of term to discuss academic matters with parents.

6. GENERAL

- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Principal.

REVIEW AND AMENDMENTS

This job description should be seen as enabling rather than restrictive and will be subject to regular review in consultation with the post holder.