



1. **Name:**
2. **Title of Post:** Subject Leader for English
3. **Salary Grade:** MPS/UPS + SEN

4. Relationships

The postholder:

- 4.1 is responsible to the Headteacher through the appropriate line manager for the leadership, organisation and management of the subject area.
- 4.2 Leads and manages a team of teachers, if applicable, to deliver English at Key Stages 3 and 4 and to promote literacy across the curriculum within the subject.
- 4.3 Work with all colleagues (externally and internally) as appropriate to establish and maintain productive relationships.

5. Purpose of the Job

- 5.1 To be the lead professional within the English Department, providing inspirational leadership and support to colleagues and students.
- 5.2 To secure continuous improvement in the teaching and learning of the subject, raising student attainment and monitoring progress.
- 5.3 To provide a secure, challenging and motivating environment for students and staff.
- 5.4 To ensure that the English curriculum is appropriate and provides support, stretch and challenge to students.

6. Responsibilities

- 6.1 Establish a vision and ethos of the subject which aims to secure attainment and progress by students and also reflects the school's vision and ethos.
- 6.2 Devise schemes of work with the team that ensure coverage, continuity and progression for all students, including those with more individual complex needs.
- 6.3 Implement school wide policies for assessing, recording and reporting students' attainment and for using the outcomes to inform the subsequent planning and teaching of the subject.
- 6.4 Moderate the teaching and feedback of those who teach the subject and to adopt strategies to continuously improve the quality of work in these areas:
 - a) collate and analyse data on attainment and progress in the subject by all students and agree targets for improvement.
 - b) monitor and review the effects of subject policies and take action to secure continuous improvement in their effectiveness.

Manage resources for the department

- a) set priorities for expenditure and allocate resources to fulfil subject development plans and support the objectives of the whole school.
- b) secure, maintain and develop effective resources for the teaching of the subject.
- c) ensure effective and efficient management of accommodation and learning resources, including information technology.
- d) keeping efficient and effective control of the department's budget within the policies of the school.



- e) creating and maintaining an effective and safe learning environment (see School Health & Safety Policy).

Lead and manage the subject team

- a) ensure that the team has collectively the knowledge and skills to achieve the development plans.
- b) deploy staff teaching the subject which makes the best of their abilities.
- c) manage change and enable the team to confront and implement change positively.
- d) develop and maintain effective working relationships with all colleagues.
- e) to encourage, support and lead INSET provision for all members of the team.
- f) ensure effective professional development of all members of the team at different stages in their careers.

Accountability

- a) accepting responsibility to the parents, through the governors, and to the Headteacher, through the designated senior manager, for students' attainment and progress in the subject.
- b) producing reports and analyses of attainments in the subject required.
- c) fulfilling professional duties as specified in the Terms and Conditions of Service for Teachers.
- d) the duties and responsibilities of this post are subject to those detailed in the Statement of Conditions of Employment and will count as directed time as detailed in that statement as defined by the Headteacher.
- e) this Job Description does not define in detail all duties/responsibilities of the post, will be reviewed and may be subject to modification or amendment after consultation and agreement with the postholder.

7. Key Tasks

- 7.1 Establish a clear view of the special contribution of the subject to the educational development of all students.
- 7.2 Provide a clear vision of the ways in which the subject can be taught successfully and the standards that all students can attain.
- 7.3 Enable those who teach the subject to achieve this vision by:
 - a) communicating and clarifying expectations in departmental discussions and regular meetings.
 - b) producing a departmental handbook and other documentation.
 - c) demonstrating them in his/her professional conduct.
 - d) demonstrating them in his/her own planning, classroom organisation and teaching.
 - e) setting clear and achievable targets for improvement for the team and its members.
 - f) motivating the team to achieve its vision.
 - g) supporting the staff teaching the subject to strive to fulfil the vision.
- 7.4 Schemes of work are produced which reflect the vision, ethos of the department and the school:
 - a) all who teach the subject are aware of and understand the subject's curriculum.
 - b) the schemes of work set out what students should know, understand and to be able to achieve.
 - c) schemes of work are reviewed and improved in the light of evaluation and monitoring, government legislation and other educational initiatives.



- 7.5 Ensure that policies for assessing, recording and reporting are adhered to:
- a) work of students is moderated and discussed with other teachers both within the subject and from other subjects.
 - b) departmental assessment policies translate the school assessment policy into practical strategies for the teaching staff.
 - c) agree assessment objectives for each unit of work and provide guidance which explains how they should be used for both students and teachers.
 - d) ensure that assessment information is recorded and made accessible to all who need it. Students are set targets for improvement and are provided with opportunities to self-evaluate their progress.
 - e) ensure that reports to parents give a picture of effort, engagement ability level and attainment with targets for improvement.
 - f) ensure that assessment monitors individual attainment against individual potential such as benchmarking data.
 - g) set up assessment of students' attainment across each year group in order to inform both the work of the department and the task of whole school monitoring.
 - h) establishes reasonable procedures to ensure that assessments across the year group are accurate, reliable and standardised.
- 7.6 Monitor and evaluate the quality of teaching and learning of the department:
- a) each member of the department is observed by the team leader through drop ins
 - b) each observation is followed up with constructive feedback and agreed targets agreed.
 - c) the work of students of a range of abilities is moderated and discussed individually with each teacher by the subject leader.
- 7.7 Each member of the team has the knowledge and skills to deliver the subject in accordance with the vision and ethos by:
- a) finalising the department development plan in line with school timescales.
 - b) identifying and costs the knowledge, skills and modules of work needed to achieve the plan.
 - c) identifying members of the team to develop the knowledge, skills or module of work.
 - d) identifying appropriate opportunities available for the team members.
 - e) establishing in advance with team members the expected outcomes of each development opportunity.
 - f) agreeing with the Senior Leadership Team how the development need will be met.
 - g) reviewing the outcomes of the opportunities that have been provided with the team member.
 - h) if appropriate, arranging for the outcomes to be shared with the rest of the team.
 - i) keeping the application of new developments under review.
 - j) giving support or training to the team member to develop practice and pedagogy.
 - k) monitoring or discussion that establishes the impact of the learning on the effectiveness of the teacher and the department's work.
- 7.8 To take responsibility and have oversight of ECT's in the department.
- 7.9 To have oversight of the behaviour of students within the department and to liaise with the Senior Lead for Behaviour & Relationships and other colleagues as appropriate.
- 7.10 To ensure that work is set for classes whilst members of the department are absent.
- 7.11 To act as a Form Tutor and to carry out the duties associated with that role.



- 7.12 To be familiar with the School's Health & Safety Policy. Where appropriate, to check and ensure proper measures relating to safety at work and to relay any concerns to the School's Health & Safety Officer.