



Walthamstow Primary Academy Job Description

Post: English Subject Leader

Responsible to: Principal

Main purpose of the post:

To provide professional leadership and management for English in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all learners across the school.

In addition to the responsibilities of class teacher as set out in the appropriate job description and the United Learning teachers' pay and conditions document, the Subject Leader will also undertake the following duties and responsibilities.

Teaching, Learning and Standards

- To provide leadership in English, inclusive of Phonics and Early Reading.
- To evaluate the effectiveness of teaching and learning in English and progress towards meeting set targets across the school relentlessly focusing on the improving of teaching and learning. For example, learning walk, planning scrutiny or book scrutiny and other such monitoring activities that may be required.
- To secure, in collaboration with the Principal, SLT and wider teaching team, consistent high standards of teaching and learning in English.
- To monitor vulnerable groups of pupils, e.g. PP, SEND, etc.

Leadership and Co-ordination

- To assume the role of 'subject' consultant for colleagues.
- To demonstrate, by practical example if appropriate, effective ways of organising the teaching within English.
- To inform relevant stakeholders if/when required regarding current trends and practice in English.
- To assist the Principal in ensuring the highest possible standards and quality of Teaching & Learning.
- To be proactive in undertaking any other duty required, to ensure the effective running of Phonics and early Reading across the academy, including any other additional duty required, as reasonably requested by the Principal.

Supporting, Guiding and Motivating

- To inspire and motivate through passionate commitment to English and have excellent subject knowledge.
- To champion English ensuring to set high expectations in terms of visibility in and around school exemplifying achievement and attainment.
- To share good practice, up to date resources and research with all staff.
- To take an active lead in relevant school-based INSET.
- To take on responsibility for informing colleagues of appropriate INSET activities, to take part and/or encourage others when appropriate, in consultation with the Headteacher.

Policy and Direction

- To communicate a clear vision for English across the school linked to the SDP.
- To keep abreast of developments in English.
- To lead colleagues in formulation, review and evaluation of policy, in consultation with the Head Teacher and subject team.
- To ensure that policy reflects current national and local initiatives.
- To maintain a Subject Leaders file and all relevant, required admin/data to ensure the successful running of English lessons across the academy.

Resourcing

- To identify needs and to resource, in consultation with colleagues, English within the limits of given budget.
- To requisition, in consultation with the Principal and SLT, such items necessary to ensure consistently effective learning and teaching practices of English.
- To be responsible for checking, storing and ensuring appropriate use of related resources

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

Walthamstow Primary Academy

Person Specification

Post: English Subject Leader

Responsible to: Principal

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • A good Honours Degree • QTS 	<ul style="list-style-type: none"> • Prepared themselves for the post through appropriate professional development
SKILLS & EXPERIENCE	<ul style="list-style-type: none"> • Successful experience of teaching (or teaching practice) • Proven ability to: <ul style="list-style-type: none"> - Provide a stimulating and challenging classroom environment - Differentiate to meet the needs of all pupils - Use ICT effectively to support and enrich learning experiences - Use observational assessment to inform future learning - Sensitively and effectively manage the behaviour of children - Work in partnership with parents/carers - Work effectively with and direct support staff • Able to work on their own initiative and be part of a team • Able to see tasks, plans and ideas through to completion • Able to communicate effectively in a wide variety of forms to a range of audiences 	<ul style="list-style-type: none"> • Experience of being involved in a networked learning community
ATTITUDES	<ul style="list-style-type: none"> • Value the education of every pupil as equally important • Be committed to equal opportunities • Believe in pupils' entitlement to a broad, balanced and meaningful education • Be committed to high quality in all aspects of their work • Have a collaborative approach to partnership working • Have an understanding of school systems, timetabling, data tracking for pupils, development, planning and implementation • Commitment to personal development and growth. 	<ul style="list-style-type: none"> • Recognise that it is the responsibility of leadership to provide active support and challenge to colleagues • Understand and practise the principles of change management

QUALITIES	<ul style="list-style-type: none"> • A highly professional approach to their work • The ability to thrive in a 'no excuses' culture • Great energy, enthusiasm and hope • A real drive to make things happen • A passionate desire to make a difference within a wider team and pressurised environment 	<ul style="list-style-type: none"> • The desire for further career progression • •
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I hereby accept the terms and conditions detailed above.

Name (Print).....

Signed.....

Date.....