

**Job Profile English Leader**

**PROFESSIONAL DUTIES AND RESPONSIBILITIES**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. It will be reviewed in the context of the School Development Plan and appraisal cycle.

**CORE PURPOSE**

To lead in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective subject leadership in English, including:

- Leading the effective provision of English across the school through regular review of the curriculum, to the end that all pupils make exceptional progress
- Reviewing English data in the process of strategic, school improvement action planning
- Working alongside colleagues in supporting them to develop further their practice through: training, co-planning and/or teaching and brokering wider support, as appropriate
- Leading whole school training on developments within English
- Monitoring the quality of teaching and learning in English through: planning reviews, learning walks, environment checks, books monitoring and formal lesson observations, using this information to inform improvements in classroom provision
- Monitoring the quality of English intervention through reviewing intervention records, observations and data analysis
- Working alongside the DHT for Teaching and Learning, to support the effective induction of new staff
- Appraising teachers and monitoring their progress against targets
- Completing moderation alongside class teachers
- Leading English moderation across the school and working with partnership schools to share best practice in assessment in English
- Reviewing policies directly relating to the teaching of English

**KEY ACCOUNTABILITIES**

Learning and Teaching

- Undertake a significant teaching commitment and provide an outstanding professional model as a classroom practitioner
- Raise standards of individual pupil achievement and ensure that good attainment is maintained by providing a model of high-quality teaching
- Identify, adopt and monitor the most effective teaching approaches for specific groups of children
- Monitor teaching and learning activities to meet the needs of all children
- Liaise with other schools to ensure continuity of assessment across the academy trust and SST
- Maintain effective partnerships with parents and school, and liaise effectively with external agencies, so as to promote and secure maximum support for learning
- Ensure that parents are well informed about the targets, individual pupils' progress and achievement of the identified groups of children

Leadership

- Support with the writing of the School Development Plan which identifies priorities, taking responsibility for appropriately delegated aspects of it
- Be a strong advocate for change and champion school improvement
- Convey a positive "can do" attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives
- Establish good relationships, encourage good working practices and support and lead teachers and others on the staff team with a focus on assessment

- To be responsible for the induction and performance management of members of staff
- Support the evaluation of the effectiveness of the school's policies
- Update the SLT and governing body on the effectiveness of assessment results
- Ensure that all staff recognise and fulfil their statutory responsibility to assess children accurately
- Attend fortnightly Middle Leadership Team meetings and lead Leadership Hot Topics when required
- Ensure every effort is made to develop and maintain good relationships and communications with parents, governors and outside agencies
- To contribute to governors' meetings as and when required
- Lead on key weeks relating to English, for example, Book Week, organising author visits and instilling a love of reading for all pupils
- To undertake any professional duties which may be delegated from time to time by the headteacher