



## English Subject Leader Job Description

### Main Purpose of the Post

In addition to those professional responsibilities which are common to all classroom teachers in the school, the post holder's key accountability will be for raising the standards of teaching, learning, attainment and achievement for all pupils in English. The principle mechanisms for discharging these duties will be through:

- Working effectively with the Headteacher
- Working effectively and responsibly within the Middle Leadership Team
- Leading the quality of teaching and learning English

### Professional Responsibilities

The post holder will be required to exercise his/her professional skills and organisational expertise and judgment to carry out, in a collaborative manner, the professional duties set out below:-

#### Accountability for leading, managing and developing English.

- The primary role as English leader is to oversee pupil progress within this subject area. To support high quality teaching and learning across the school;
- Establish clear priorities for the curriculum as part of whole school planning and development;
- To monitor and evaluate the subject in line with the school monitoring calendar so key priorities can be identified for improving standards of teaching, planning as well as for identifying further areas for improvement;
- Lead and manage pupil development, achievement and attainment in English across the whole school;
- Manage resources efficiently within the subject area so that teaching and learning is effectively supported;
- Establish CPD needs and opportunities for all staff;
- Monitor planning, curriculum coverage and learning outcomes within English;
- Lead in the development of effective teaching and learning styles;
- To use data to make informed judgements on standards across school, noting patterns in pupils' achievements;
- To target set accordingly by using data to monitor progress. To set challenging curricular targets to track pupil progress, inform teaching and raise standards;

- To update policies for the subject;
- Meet with the English Link Governor with subject updates.

#### **Other School Improvement Plan responsibilities**

- To play a key role in school review and English self-evaluation and identify target areas for the school improvement plan;
- Define and agree appropriate improvement targets for the school development plan;
- The post holder will be directly accountable to the Headteacher and governing body and will be required to keep a full and accurate evidence file on the T Drive. This can be made fully accessible to Governors and Inspectors on request.

#### **Other duties and responsibilities**

The post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.