

English and Reading Lead

Job Description

Normal place of work: Crosshill School, although you may be asked to contribute towards trust wide projects.

Responsible to: Headteacher, Deputy Headteacher

PURPOSE OF THE ROLE

- This role will require the successful candidate to use their specialist skills and experience to lead in developing inclusive practice of English and to demonstrate impact across the provision.
- To be responsible with SLT for leading teaching and learning and implementation, monitoring and evaluating progress for pupils to achieve the highest outcomes in English.
- Lead the development, implementation, and evaluation of the school's English curriculum in line with the school's vision and values.
- Raise achievements and aspirations of the pupils by providing challenge, opportunity and celebrating success within the provision.

KEY RESPONSIBILITIES

- Work alongside the Headteacher/Deputy Headteacher with young people to oversee the English curriculum and track progress effectively.
- Provide leadership and support to teaching staff in planning and delivering effective English lessons.
- Ensure that pupils are appropriately and fully assessed in line with the school assessment policies.
- To establish, organise and operate resources to assist in maximising pupil progress.
- Ensure the English curriculum reflects the diverse needs of learners, making them accessible, and engaging.
- Implement and monitor intervention strategies to raise attainment and close learning gaps.
- To ensure that necessary resource materials are available, co-ordinated and accessible for efficient implementation of individual, group and class work and to update such material as necessary within budgetary constraints.
- Drive forward innovative teaching strategies and projects to enhance engagement and achievement in this subject.
- Identify pupils who would benefit from intervention. Discuss and help decide how identified needs will be addressed and use strategies to support pupils to achieve learning goals.
- Establish a clear and strong vision of what outstanding provision should look like and the ability to support the school to achieve this.
- Collaborate with other departments and staff to ensure a cohesive and joined-up approach to education.
- To mentor and hold to account English teachers as required by the Headteacher.
- To contribute to the Outreach Service by developing your expertise and sharing this with others.

- Contribute to the strategic leadership of personal development tracking through enrichment curricular activities.
- To report to the trustees and the Headteacher on pupil attainment and achievement.
- To promote the aims and objectives of the school as laid down by the trust.
- Deliver high-quality teaching in English, ensuring lessons are tailored to meet the individual needs of students.
- Deliver appropriate courses and accreditation to meet a range of needs.
- Provide excellent learning opportunities for all pupils.
- Promote the development of the trust's Equal Opportunities Policy throughout all aspects of school life.

TEACHING DUTIES AND RESPONSIBILITIES

- Register classes taught at the commencement of the day.
- Plan and prepare courses and lessons for English appropriate to each class assigned in written form.
- Teach, according to educational needs, classes assigned to and record teaching activity in the approved format.
- Maintain classroom behaviour and a safe working environment for pupils, observing all school guidelines with regard to the welfare, health and safety of pupils.
- Implement the process of assessment, recording and reporting on the development, progress and attainment of pupils taught.
- Maintain an up-to-date professional knowledge of developments within the English department, reviewing from time to time methods of teaching and programmes of work.
- Participate in arrangements for further training and professional development as a teacher.
- Attend all appropriate professional meetings as defined by the school's Directed Time.
- Provide work for classes affected by your absence when this is by prior arrangement.
- Maintain a stimulating work environment, principally through display material.
- Implement, in a professional manner, agreed school Curriculum and Departmental policies.

Classroom Responsibilities

- Ensure that pupils are appropriately and fully assessed in line with the school assessment policies.
- Ensure that suitable and appropriate individual programmes, group programmes and class programmes of work are prepared, implemented and evaluated in accordance with school policies and the Trustees' Curriculum Statement.
- Ensure that pupils' record of progress is maintained in accordance with the school record keeping policies.
- Be responsible for the associated work of any non-teaching staff.
- Ensure that necessary resource material is available, coordinated and accessible for efficient implementation of individual, group and class work and to update such material as necessary within budgetary constraints.
- Ensure that all classroom stock is properly maintained and accommodated as securely as possible.
- Maintain and control records of classroom stock.
- Produce suitable classroom and corridor displays of work.
- Promote parental and if appropriate, community interest in classroom work.
- Liaise with teaching and non-teaching staff and concerned professionals with regard to the education of pupils at the school.
- Liaise with other staff members with regard to the effective and smooth transition of pupils between classes.
- Contribute to the Annual Review of the EHCP process and to case conferences as necessary.
- Work with class teaching assistants ensuring that they are appropriately directed and managed in accordance with the policies and procedures of the school.

- To be an effective pastoral form teacher and communicate with families to develop pupil wellbeing.
- Use Team Teach de-escalation strategies as required, in a highly effective manner in line with training.
- Use Team Teach positive handling appropriately in line with training.

General Responsibilities

- To work flexibly to meet the changing needs of the Trust.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- Attend events or meetings out of normal working hours as required.
- Undertake other tasks as reasonably requested by the Headteacher.
- Follow school ethos and values of aspiration, integrity and resilience.
- Keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DFE requirements, legislation and procedures.

Person Specification

| CRITERIA | | Experience, Qualifications and Training: |
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| ESSENTIAL | | DESIRABLE |
| <ul style="list-style-type: none">Graduate; Qualified Teacher Status.Willingness to learn and commitment to professional development.Successful teaching of SEND pupils and be able to demonstrate impact.Positive relationships with pupils’ parents. Ability to provide excellent opportunities to young people with learning disabilities and physical disabilities or have the dedication and disposition to train to do this. | | Additional qualification / professional development in Special Educational Needs. |
| CRITERIA | | Ability, Skills and Knowledge: |
| ESSENTIAL | | |
| <ul style="list-style-type: none">Effective classroom practitioner with the ability to teach outstanding lessons.Knowledge and understanding of specialist strategies for working with SEND.Ability to evaluate and develop practice from evidence of pupil learning.Able to provide for pupils’ different learning styles.Experience of curriculum planning and development for English.Understanding of a range of qualifications to suit the needs of learners with SEND. | | |
| CRITERIA | | Personal style and behaviour: |
| ESSENTIAL | | |
| <ul style="list-style-type: none">Demonstrable commitment to SEND work.Ability to manage other team members in the classroom.A team player.Approachable and sensitive to the needs of others.A willingness to work positively with challenging behaviour.A demonstrable commitment to equal opportunities. | | |