



Job Description

Job Title	English Co-ordinator and Class Teacher	Date Created	March 2024
Date Reviewed		Next Review Date	July 2024

Main Duties and Responsibilities

- 1. Professional Teaching Duties:**
 - Fulfill all responsibilities of a professional teacher as outlined in the School Teacher's Pay and Conditions Document
 - Teach all primary curriculum subjects to a high standard
 - Serve as a positive example to colleagues, catering to the diverse needs of all pupils in the class, including those with Special Educational Needs and Disabilities (SEND) and those with EAL
- 2. English Curriculum Development and Delivery:**
 - Develop, deliver, and promote the English curriculum across all year groups
 - Model excellent teaching in English across all year groups
- 3. Policy Implementation:**
 - Ensure consistent implementation of all school policies, including the existing English policy
- 4. Continuing Professional Development (CPD):**
 - Lead CPD sessions for the entire teaching staff, focusing on priorities in English
 - Monitor the impact of CPD initiatives and address inconsistencies eg through additional support
- 5. Parent Engagement:**
 - Inform parents/carers about curriculum updates and provide guidance on how they can support English learning at home
- 6. Teaching and Assessment:**
 - Oversee the English and Guided Reading planning across all year groups, addressing issues promptly
 - Assess, record, and report on pupil progress in English to school governors and leaders
- 7. Stay Current with Educational Developments:**
 - Keep abreast of new developments in education, particularly related to English teaching
 - Attend English Network meetings and take appropriate steps to develop the subject based on these
- 8. Collaboration and Communication:**
 - Liaise with other teachers and leaders about new initiatives
 - Work positively with the Phonics and Early Reading Lead
- 9. Budget Management:**
 - Take responsibility for managing the English budget effectively
- 10. Whole School Impact:**
 - Organise whole-school initiatives related to English and evaluate their impact
- 11. Professional Relationships:**
 - Establish and maintain positive professional relationships with colleagues, governors, parents/carers, and pupils
- 12. Child Welfare and Safeguarding:**
 - Share responsibility, along with all staff, for promoting and safeguarding the welfare of children
- 13. Adherence to Authority and School Direction:**
 - Perform duties in accordance with any directions provided by the local authority or the headteacher

Please note that this job description outlines the principal responsibilities of the role but does not provide an exhaustive list of all tasks. Regular reviews will address any necessary updates or adjustments.

Signature:

Date:

Line Manager Signature: