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| **English Lead**  **Lake Farm Park Academy** | |
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| **Job Description** | |
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| **Reporting to** | SLT |
| **Grade** | MPS – UPS + TLR2a |
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| **Job Purpose** | |
| To be responsible and accountable for the learning, care and well-being of the children in your year group. To be responsible and accountable for teaching quality in your year group. To be responsible and accountable for accurate assessment data to track attainment and progress in your year team. | |
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| **Key Accountabilities** | |
| The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.  **Main Duties and Responsibilities**  Strategic direction   * Develop and implement policies and practices for English which reflect our school’s commitment to high achievement, effective teaching and learning * Create a climate which enables staff to develop and maintain positive attitudes towards English and confidence in teaching it * To understand emerging ideas about curriculum practice emanating from local and national organisations * To be accountable to the senior team, governing body, Local Authority, and external agencies (including Ofsted) for the range, quality and relevance of the curriculum procedures at the school, and the impact of these on pupil attainment and progress * To liaise with colleagues a tour federation academies on matters pertaining to curriculum so as to benefit the pupils and staff across the federation * To actively research and investigate new ideas/concepts/schemes of work available and implement if desirable; * To carry out any other reasonable duties identified by the Principal and/or the Chief Executive Officer that are commensurate with the seniority of this post * To be responsible for your own professional development. * To carry out any other reasonable duties identified by the Chief Executive Officer, Principal and Vice Principals that are commensurate with the seniority of this post. * Establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life * Use data effectively to identify pupils who are underachieving in English, and create and implement effective plans to support those pupils where necessary * Analyse and interpret relevant national, local and school data, as well as research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods * With the involvement of relevant staff, establish short, medium and long term plans for the development and resourcing of English * Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement   **Teaching and learning**   * Ensure curriculum coverage, continuity and progression in the subject for all pupils, including more able pupils, pupils with special educational needs and pupils with Maths as an additional language * Make sure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to pupils * Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of Maths and of different pupils * Ensure effective development of pupils' literacy, numeracy and IT skills through the subject * Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement, set targets, and secure good progress * Set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching * Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching * Ensure effective development of pupils' individual and collaborative study skills * Work with staff to establish a partnership with parents to involve them in their child's learning of Maths, as well as providing information about curriculum, attainment, progress and targets * Develop effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop pupils' wider understanding   **Leading and managing staff**   * Help staff to achieve constructive working relationships with pupils and parents * Establish clear expectations and constructive working relationships among staff involved with Maths, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate * Sustain your own motivation and, where possible, that of other staff involved in Maths * Appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s) * Audit training needs of subject staff * Lead professional development of subject staff through example and support, and co-ordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education, local authority, subject associations * Make sure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed * Enable teachers to achieve expertise in their subject teaching * Work with the SENCO and any other staff with special educational needs expertise, to make sure that education, health and care plans are used to set subject-specific targets and match work well to pupils' needs * Make sure that the Principal, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans   **Efficient and effective deployment of staff and resources**   * Establish staff and resource needs for the subject and advise the Principal and senior managers of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money * Deploy, or advise the Principal on the deployment of staff involved in the subject to make sure the best use of subject, technical and other expertise * Make sure the effective and efficient management and organisation of learning resources, including ICT * Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school * Use space to create an effective and stimulating environment for the teaching and learning of Maths * Make sure that there is a safe working and learning environment in which risks are properly assessed   **General**   * Maintain confidentiality in and outside the workplace; * Support the implementation of academy policies; * Promote the inclusion and acceptance of all pupils; * Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action; * Attend and participate in meetings and training opportunities; * Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.   This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation. | |
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| Confidentiality | | | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. | | | |
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| **Data Protection** | | | |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018. | | | |
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| **Safeguarding** | | | |
| In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post. | | | |

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| **Person Specification** | | |
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| **Criteria** | **Essential** | **Desirable** |
| **Experience & Qualifications** | 1. Two years full teaching experience 2. Successful experience of middle leadership 3. Clear and accurate understanding of what it means to safeguard all pupils at all times 4. A proven track record of pupils making good progress due to his/her teaching | 1. A proven track record of being able to secure pupil outcomes i.e. they match national age-related expectations 2. A clear understanding of effective assessment for learning strategies 3. The ability to cater for the range of learning styles, intelligences and learning attitudes children may possess 4. The ability to provide for different groups including pupils of ranging ability and possessing differing levels of English acquisition 5. Experience of cross-curricular teaching 6. Been involved in some sort of curriculum change 7. Developed others |
| **Skills & Knowledge** | * Expert knowledge of the National Curriculum, particularly the English curriculum * Systems to use that will support effective monitoring of pupil learning in English * How to ensure learning by all groups of pupils * Action planning and policy writing * Understanding of high-quality teaching and learning strategies in English, and the ability to model this for others and support others to improve * Ability to build effective working relationships with staff and other stakeholders * Ability to adapt teaching to meet pupils' needs * Ability to build effective working relationships with pupils * Knowledge of guidance and requirements around safeguarding children * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Develop staff so they are able to deliver sequences of lessons in English that ensures pupils meet age-related expectations * Motivate staff so they seek to use the best learning experiences for children e.g. create memorable / enriching learning experiences * Develop the skills of staff via a range of professional development activities in English * Performance manage some subject leaders and be able to hold each to account * Provide high quality CPD * Work effectively in a team, in this case with SLT * Communicate clearly to a range of audiences * Keep up to date with national initiatives * Commitment to safeguarding and equality | * Liaise effectively with a range of partners e.g. colleagues, governors etc * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school |
| **Personal Qualities** | * Be self motivated, a team player and able to meet deadlines * Ability to work under pressure and prioritise effectively * Maintain confidentiality at all times |  |