

Job Description

English Lead Teacher

Salary Scale: TMS/UPS + SEN 1 + TLR 2.2

Responsible to: Assistant Headteacher Teaching & Learning

Responsible for: Leadership of English across the College

Accountabilities: To be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers.

The post holder may be expected to work across the Meadowbrook College sites, as required. The duties outlined in this job may be modified by the Headteacher with your agreement, to reflect or anticipate changes in the job and needs of the school, commensurate with the salary and job title. In all cases below 'English' includes English subjects eg. English Language, English Literature, Functional Skills and any associated subjects which are suitable courses of study for our children/young people.

Job Purpose

- To develop and implement teaching and learning initiatives and strategies in English across the college which raises the teaching practice of all members of staff and therefore raises student standards and progress
- To play a full role in implementing Meadowbrook College's agreed learning and behaviour policies, taking responsibility for student's learning and behaviour both in and outside of the classroom
- To be a model of excellent practice, maintaining a clear focus on outstanding delivery to learners ensuring a centre of best practice and excellence
- To take a lead role, working closely with SLT in developing, implementing and evaluating policies and practice that lead to school improvement
- To research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues
- To develop high quality teaching materials and schemes of learning
- To use local and national statistical data and other information, in order to provide a comparative baseline for evaluating learners progress and attainment, and a basis for improving teaching and learning
- To support underperforming teachers to enable them to improve their practice
- To lead on the induction, support and CPL of all new staff in your team

Specific duties/responsibilities

- Ensure that the standard of learning in English is consistently of a high standard across the college
- Monitor and evaluate the quality of provision of English at all sites, and for all age groups on a regular basis
- Take a lead role in determining and developing policies, procedures and practice
- Analyse national, local and school data, research and inspection findings to inform curriculum area policies and practices, expectations and teaching methodologies and to report regularly to SLT on progress and plans
- Lead on the development of effective English assessment practice across the college and be able to analyse statistical information to evaluate the effectiveness of teaching and learning
- Take on the role of personal tutor to a group of students in KS3/4: teach on the PSD team as required (tutor time and/or timetabled lessons); contribute to the development of the Pupil Profiles of the students in your tutor group; work with parents, schools and other professionals to support your tutees; support students with careers education, information, advice and guidance
- Participate in regular staff-meetings and professional development sessions as required

Teaching and Learning

- Secure and sustain effective teaching of English through structured monitoring and evaluation of all aspects of teaching and learning
- Set high expectations for students by establishing a purposeful working atmosphere
- Take account of students' prior levels of attainment and behaviour and use them to set targets so that all students make good progress
- To keep full and detailed records of students' attainment and complete written reports on students' progress on a termly basis
- Make contact with parents/carers as appropriate in order to support the progress of students in your subject

Leading, Motivating and Developing

- To undertake your own regular self-evaluation/review and make an active contribution to the college's appraisal programme
- Ensure all teachers in your team are familiar with and responding to the SEND information available for each student
- Contribute to the appraisal process as a reviewer of colleagues in your team and support the professional development of colleagues in your team following review
- Have teaching skills which lead to excellent results and outcomes. Demonstrate excellent and innovative pedagogical practice
- Contribute to the professional development (and performance appraisal where appropriate) of colleagues
- Disseminate materials and advise on practice, research and CPL provision
- Work with the Deputy Headteacher, Quality of Education, and other relevant staff to develop whole school Literacy and Reading strategies across the college

PERSON SPECIFICATION English Lead Teacher

	Essential	Desirable
Qualifications		
Educated with a good degree in English or a relevant subject	✓	
Experience of working in an SEN/AP setting		✓
Qualified teacher status	✓	
Experience		
Proven track record of at least 3 years successful class teaching in mixed ability classes in a secondary school		✓
Experience of working with students with SEMH and/or vulnerable students		✓
Evidence of leading a key area of responsibility/development within a team	✓	
Experience of leading or of supporting leadership of a department		✓
Ability to provide clear evaluation and strategies for improvement for SLT		✓
Ability to use data to analyse and evaluate performance		✓
Experience of delivering CPL to colleagues		✓
Inspiring classroom practitioner able to demonstrate high quality inclusive teaching	✓	
Clear vision for teaching and promoting the subject across the college	✓	
Knowledge of monitoring and tracking systems and their role in securing improvement in outcomes	✓	
The ability to lead and foster positive professional relationships and work effectively with teaching staff of varying experience	✓	
Proven ability to raise standards in classrooms other than their own		✓
Experience of coaching and mentoring colleagues		✓
Skills		
Personal		
Interest, encourage, motivate and engage young learners	✓	
Create a well-organised, stimulating learning environment	✓	
Make effective use of learning mentors in the classroom	✓	
Must be well presented and well-organised	✓	
Excellent communication and organisational skills	✓	
Use methods and resources to ensure all students learn effectively	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Excellent creative teaching ability	✓	

Commitment to personal career development	✓	
Ability to make a significant contribution to a school ethos that promotes high achievement	✓	
Knowledge and Understanding		
Vision for the development of teaching and learning in English	✓	
Good subject knowledge of English accreditation/qualification options	✓	
Up-to-date knowledge of 2021 Ofsted Framework		✓
Ability to prepare/develop differentiated schemes of work		✓
Good understanding of current theory around best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children with challenging behaviours	✓	
An understanding of safeguarding and equality of opportunity issues and how they can be addressed in schools	✓	
Equal Opportunities		
Understanding of different social backgrounds of pupils	✓	
Understanding the needs of pupils and the appropriate strategies to support them	✓	
Other		
Current driving licence, business insurance and willingness to use own car to transport students	✓	