

JOB PROFILE		
School:	Grafham Grange School	
Job title:	English Lead Teacher	
Reports to:	Assistant Principal	
Work Pattern/Salary:	Full Time	MPS / UPS plus TLR plus SEN Allowance
<p>In addition to the conditions of employment and the professional duties in the School Teachers' Pay and Conditions Document 2014, the above post includes the following responsibilities:</p> <p>Job Purpose:</p> <p>To fulfil the professional standards expected of all teachers. To follow the SEN code of practice to ensure that all pupils have plans that reflect their current needs and that the outlined provision is taking place in practice to ensure that pupils have the opportunity to overcome their main barriers to learning.</p> <p>The role holder will be required to be a strong advocate for the children, young adults and families we serve. Through this commitment, will build and develop positive relationships with students, their families, staff and our external partners – ensuring that appropriate placements and provision are in place and that we are able to deliver the highest levels of inclusion, attainment and achievement across our school.</p>		
Job Description		
<p>The role holder must:</p> <ul style="list-style-type: none"> • Be a highly qualified and experienced English teacher with a proven track record of excellence in teaching and learning. • Possess strong leadership and interpersonal skills to inspire and guide colleagues. • Demonstrate a deep understanding of the English curriculum and assessment methods. • Exhibit a passion for fostering literacy, critical thinking, and creativity among students. • Commit to continuous professional development and staying abreast of the latest educational research and practices. <p>Key Responsibilities:</p> <p>Please note that it is expected that teaching duties, as outlined in this section of the job description, will be undertaken in accordance with the Professional Standards for Teachers and Trainers in Education and Training – England as published by The Education & Training Foundation. The job description is subject to periodic review.</p> <p>Main duties:</p> <ul style="list-style-type: none"> • Develop and oversee the implementation of the English curriculum across all key stages • Set high standards for student achievement and ensure measurable progress in English literacy and academic performance 		

- Collaborate with senior leadership to align goals with school-wide objectives
- Monitor and evaluate teaching practices within the school, ensuring consistency and quality
- Prepare and manage budget and resources effectively

Teaching and Learning:

- Deliver high-quality English lessons that engage and challenge students of all abilities
- Use data-driven strategies to track student progress and implement interventions where necessary
- Promote innovative teaching methodologies and integrate technology to enhance learning
- Foster a culture of reading for pleasure and academic enrichment
- Lead by example, demonstrating outstanding teaching practices and setting benchmarks for others.

Leading and Managing:

- Mentor and support English teaching staff, providing constructive feedback and professional development opportunities.
- Facilitate regular meetings to discuss progress, share best practices, and address challenges.
- Coordinate the development and review of schemes of work, lesson plans, and assessment tools.
- Promote a collaborative and inclusive culture.
- Act as a liaison for English across the school and external organisations.

Additional Duties:

- Organise and oversee extracurricular activities related to English, such as book clubs, writing competitions, and literary events.
- Support the school in its mission and values by participating in whole-school events and initiatives.
- Ensure compliance with school policies on safeguarding, equality, and inclusion.
- Undertake other duties as assigned by the school leadership team to contribute to the overall success of the institution.

English Lead Teacher Person Specification

Grafham Grange is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Data and Barring Service (DBS) as part Orchard Hill College & Academy Trust's pre-employment checks.

This person specification will be used for recruitment to the English Lead Teacher role. It will form the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

Qualifications (list)	Essential	Desirable	Testing Method
Degree in English or a related subject	✓		Checked certificates
Qualified Teacher Status (QTS) or equivalent teaching qualification	✓		Checked certificates
Evidence of continued professional development in teaching and leadership		✓	Checked certificates
Postgraduate qualification in education or a related field		✓	Checked certificates
Certification in leadership or management		✓	Checked certificates
Statutory or Role Specific Requirements	Essential	Desirable	Testing Method
Proven ability to meet the requirements of safeguarding and child protection policies	✓		Application/Interview
Strong understanding of the National Curriculum for English at Key Stages 3 and 4	✓		Application/Interview
Experience working in a specialist or therapeutic education setting		✓	Application/Interview
Knowledge of SEN (Special Educational Needs) frameworks and practices.		✓	Application/Interview
Knowledge and Experience	Essential	Desirable	Testing Method
Extensive experience teaching English across Key Stages 3 and 4, with evidence of strong student outcomes	✓		Application/Interview
Demonstrated success in developing and implementing effective	✓		Application/Interview

schemes of work and curriculum plans			
Experience leading or managing a team, with the ability to inspire and support colleagues.	✓		Application/Interview
Understanding of inclusive teaching strategies and adapting lessons to meet the needs of all learners	✓		Application/Interview
Knowledge of assessment frameworks and data analysis to track and improve student progress	✓		Application/Interview
Experience in preparing students for GCSE English Language and Literature or equivalent qualifications.		✓	Application/Interview
Familiarity with trauma-informed or restorative practice in education		✓	Application/Interview
Previous involvement in whole-school initiatives, such as literacy drives or extracurricular programs		✓	Application/Interview
Experience in managing budgets and resources effectively		✓	Application/Interview