 

**Job Description – English Leader**

The English Leader is directly accountable to the Vice Principal and ultimately the Principal.

**Key Purposes of the Position**

To be an outstanding class teacher, ensuring that planning, preparation, recording, assessment and reporting meet the pupils varying individual learning and social needs.

To provide strong leadership focused on improving the quality of teaching and learning towards greater consistency of good or better teaching in order to improve attainment and progress within the subject.

To work closely with the Senior Leadership Team and Academy Committee, so that St Francis Xavier Catholic Primary School is a challenging and supportive learning environment where all members of the school community are able to flourish and realise their educational and personal potential.

To ensure that all safeguarding policies and procedures are followed.

**Specific Responsibilities**

Leadership and Management

He/she will

* Play a key role in shaping the vision and direction for the school, setting out very high expectations for all and striving for outstanding outcomes for all pupils.
* Inspire, motivate and influence staff and pupils, especially within the Phase, taking a lead role in developing and maintaining the highest standards of teaching and learning.
* Lead the development of excellent learning and teaching in a core subject, through monitoring and coaching for improvement processes.
* To play a key role in the development of assessment within English, including assessment for learning strategies, as a key to improving the quality of teaching and learning.
* Liaise with the other Teachers and Core Subject Leaders to ensure that the organisation and management of the curriculum across the school is consistent, balanced and builds on previous skills learnt.
* Be accountable for regular monitoring of pupil progress through data analysis book-looks, drop-ins and monitoring and evaluation of teaching across a core subject to ensure that pupils are making expected or better progress and to identify any areas of concern.
* Carry out robust performance management of staff within English.

Teaching and Learning

He/she will

* Lead staff, by personal example, in classroom teaching performance, using a wide range of strategies to support the development of outstanding learning and teaching.
* Be accountable for ensuring that planning includes:
* drawing on all areas of learning,
* has high, but appropriate levels of expectation regarding each child’s achievement,
* is broad, balanced, relevant and shows continuity and progression,
* enables all children to learn at a pace appropriate to their age, ability and interest,
* is child-centred and involves the children in experiential learning.

Other Duties and Responsibilities

He/she will

* Take on duties of a Deputy Designated Leader and complete training as soon as possible
* Further develop own professional knowledge and skills by attending relevant courses, reading to keep abreast of current educational thinking and participating fully in school staff development.
* Be aware of, and work according to, the National Professional Standards for School Teachers.
* Attend meetings in accordance with school policy and lead such meetings as required.
* Lead assemblies and Masses.
* Prepare and present reports and other forms of high-quality communication, as required, e.g. to academy representatives, directors, parents, outside agencies, etc.
* Support staff in English in organising and running Parents’ Workshops for parents of children in their class during the academic year in order to give them information

**Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the school’s Equal Opportunities Policies.

From time to time the needs of the school will inevitably change. As a member of the middle leadership team, the successful candidate must be prepared to change areas of responsibility, re-negotiate his/her personal job description with the Principal to allow for the development of the school and his/her own professional and personal development. The job description may be amended at any time, after discussion, but in any case, will be reviewed annually.