



## JOB DESCRIPTION – Fixed Term Maternity Cover

Designation of Post:	<b>Subject Leader: English</b>	Pay Scale	MPS/UPS plus TLR 1
Accountable to:	Assistant Headteacher		
Line Management:	Teachers of English and Media Studies		
The Purpose of this Post:	To be responsible for the leadership, management & development of the English Department.		

### All staff at Prenton contribute to our vision and values.

Making a positive difference today to achieve a better tomorrow by:

- Providing a safe, happy and respectful school community;
- Making students the foundation of our school;
- Celebrating and welcoming diversity and equality;
- Empowering, challenging and inspiring all in the classroom and beyond;
- Creating opportunities where everyone is supported and valued;
- Promoting courage, ambition and aspiration.

The staff, governors, students and whole Prenton community will achieve our vision through our values of:

- Trust
- Respect
- Integrity
- Kindness
- Endeavour

### Introduction:

All teachers are subject to the 'School Teachers' Pay and Conditions Document'. This job description should be read in conjunction with that document and the threshold standards. Job descriptions are subject to annual review and specific responsibilities will change to take account of the school development plan and the professional development of staff.

All teachers promote the school ethos and health and safety and contribute to continuous school improvement.

## **Professional Duties and Responsibilities:**

(over and above the duties as Teacher)

### **Purpose:**

- To act as a Subject Leader and be responsible for leading, managing and developing the curriculum area.
- To raise standards of student attainment and achievement and to monitor and support student progress.
- To be accountable for student progress and development within the curriculum area.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To lead, develop and enhance the teaching practice of others.
- To effectively manage and deploy the staffing, financial and physical resources within the curriculum area.

### **Strategic Direction & Development of English – to develop and implement subject policies, plans, targets and practices within the context of the schools' aims and policies:**

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in English.
- Liaise with the SLT link to ensure the delivery of an appropriate, comprehensive, high quality curriculum programme which complements the school's strategic objectives.
- Work with colleagues to formulate aims and objectives for the curriculum area which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- Use national, local and school data effectively to inform the auditing and action planning process and to inform policies, practices, expectations, targets and teaching methods.
- Keep up to date with National/Government changes to policy and procedure.
- Foster a positive climate which supports a positive attitude by all staff towards the subject.
- Use data effectively to monitor and track student progress, identify students who are underachieving and use appropriate & effective intervention strategies.
- Assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health & Safety etc.
- Lead the planning and self-evaluation process of the curriculum area producing a development plan which reflects the needs of the students and the aims and objectives of the school.

### **Teaching and Learning – to secure & sustain effective teaching of the subject, evaluate the quality of teaching and standards of students' achievement and set targets for improvement:**

- Be an outstanding practitioner and support colleagues in securing outstanding standards of teaching & learning.
- Use the Excellence in Teaching Policy to uphold standards in the classroom.
- To be a specialist English teacher.
- Ensure that all students of all abilities and needs are appropriately challenged and supported to achieve their very best.
- Provide clear policies for assessing, recording and reporting of students' achievement linked to target setting and feedback.
- Regularly evaluate the quality of teaching and learning within the curriculum area and use this analysis to identify effective practice and areas for improvement.
- Work with the School Leaders Group to improve skills, knowledge and understanding of effective teaching and learning strategies and coaching staff to improve their practice.
- Ensure that there is an effective climate for learning, supporting staff in the management of student behaviour. Ensuring consistent application of policy and procedure.

- To be responsible for display in the English Department to ensure an engaging and welcoming environment to inspire students.

**Leading and Managing Staff – to provide the support, challenge, development and information necessary to sustain motivation and secure continuous improvement in the subject:**

- Encourage and foster teamwork, motivate staff, delegate tasks, evaluate practice and work within culture of self-evaluation and quality assurance.
- Ensure that staff development needs are identified and that appropriate programmes are sought to meet such needs.
- Carry out appraisals and objective setting in accordance with the school's policy.
- Delegate to and direct the work of other staff in the curriculum area.
- Participate in the school's ITT programme.
- Work closely with the Headteacher, SLT, SENCO and Governors.
- Actively support, develop and engage in the extra-curricular life of the school and the subject and encourage and assist all members of the curriculum area to do so, raising the participation levels and ensuring the subject continues to expand and thrive.
- Participate in the process for the recruitment of staff and ensure effective induction of new staff in line with the school's policy.

**Marketing and Liaison:**

- Contribute to the school liaison and marketing activities, including Primary liaison programmes.
- Actively promote the development of effective links with external agencies.
- Work with relevant staff with regard to the maintenance and development of the department website area.

**Effective and Efficient Deployment of Staff and Resources – to identify appropriate resources for English and ensure that they are used efficiently and safely:**

- Manage the available resources (capitation, rooms, staff, and equipment) effectively and appropriately, maintaining appropriate records, asset lists, stock control and requisitioning.
- Liaise with the timetabling team and Headteacher to optimise the deployment of staff, to provide high quality teaching and learning and to provide intervention support for identified students.
- Ensure that the working environment is safe, stimulating and that it celebrates achievement and supports learning.

**Student Progress:**

- Monitor and support the overall progress and development of students within the curriculum area.
- Make an active contribution to ensuring all elements of student well-being and safeguarding, within the professional duties of all teachers, are being achieved.
- Ensure appropriate communication to parents on the progress of students.
- Ensure the curriculum area complies with relevant Health and Safety regulations.
- Ensure the Behaviour for Learning system is implemented in the curriculum area so that effective learning can take place.
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**Additional Duties**

• **Safeguarding & Child Protection**

Prenton High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.

- **Health & Safety**  
All staff at Prenton High School for Girls are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and the Health & Safety Manager.
- **Equality & Diversity**  
All staff at Prenton High School for Girls are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity.
- **Data Protection**  
All staff at Prenton High School for Girls have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with Data Protection and GDPR 2018.