



SUBJECT LEADER ENGLISH: JOB DESCRIPTION

Post title: Subject Leader for English

Salary/Grade: TLR 2c

Responsible For: English across Key Stages 3, 4 and 5

Responsible To: Communications Faculty Leader

Purpose of the job

The postholder will provide professional leadership and management for English to secure high-quality teaching, effective use of resources, high standards of learning and achievement for all students. The core focus of the role is to enable progress and achievement for all, within an atmosphere in which students feel challenged, valued and secure.

Responsible for

- The leadership and management of English, including teaching staff and other specified personnel within the area.
- Development and delivery of Key Stage 3, 4 and 5 English Curricula and Qualifications.
- The provision of a full learning experience and support for students in English, including academic, behaviour and personal development.

Liaising with

Faculty Leaders, Senior Leadership Team, Year Leaders, Student Support Services and relevant staff with crossschool responsibilities, relevant support staff, LA representatives, external agencies and parents.

Key Responsibilities

- English Curriculum Design and Delivery Leadership
- Student outcomes in all English Qualifications

- Classroom delivery to English classes
- Line management and development of English Teaching Staff
- Subject leadership of student behaviour, attendance, punctuality and culture within the Communications curriculum area

Specific responsibilities

Leadership:

- be a proactive member of the Subject Leadership Team, contributing to strategic planning and decision making, leading staff groups and attending all relevant meetings
- model excellent professional behaviours at all times
- liaise effectively with the Senior Leadership Team, Faculty Leaders, Year Leaders, Student Support Services, external links and families
- act in accordance with the Teachers' Pay and Conditions around general professional duties of staff including patrols, duties and event attendance
- drive effective positive school change through line management of staff and teams, developing staff and holding individuals and teams to account to ensure impactful outcomes for students.
- support the wider staff body in reducing workload, forward planning and efficient use of resources including school budgets.
- support the Faculty leader for Communications in the leadership and management of the Communications Faculty Area
- take an active role in the school coaching programmes and mentoring of staff
- plan, lead and monitor the impact of subject co-planning meetings
- design, deliver and monitor the impact of Data-Driven Instruction approaches to student attainment in English Subjects.
- Plan, oversee and deliver a comprehensive English extra-curricular offer including school trips, events and competitions.
- provide English timetable information to the Deputy Headteacher to enable them to produce an annual timetable, to ensure the best use of subject and other expertise
- take part in the school performance management policy, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraisee
- support the Faculty leader for Communications in the production of a English Improvement Plan as part of the School Improvement Plan, to include staff development and training implications
- provide staff reference and recruitment information as requested by the Headteacher

Curriculum Design and Delivery:

- lead on the development of long and medium term schemes of work for English subjects
- ensure 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 students
- deliver and model excellent classroom teaching to own classes
- be an effective Form tutor to allocated tutor group
- ensure effective teaching in English, so that lessons are challenging and exciting, evaluating the quality of teaching and standards of students' achievement, and setting targets for improvement
- provide all those with involvement in the teaching or support of English, the help, challenge, information and development necessary to sustain motivation and secure improvement in teaching
- ensure students' attainment in English at GCSE and A Level and any other qualification offered
- is in line with the expectations of the school, and meets all the targets set by Governors and Senior Leadership
- identify appropriate resources for English and ensure that they are used efficiently, effectively and safely.
- ensure that English curricula is diverse and representative of the diverse school community
- ensure that English meets the requirements of the examination boards with respect to invigilation, moderation and marking
- ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational or linguistic needs
- manage the English capitation budget and resources
- lead a high quality extra curricula provision in relation to English to support student curiosity, personal development and career provision and belonging

Student Culture:

- ensure effective safeguarding of students across the English team in line with KCSIE
- establish and maintain policies and practices to promote positive pupil behaviour and achievement in English within the framework of the school Behaviour Policy
- build a positive culture of praise and reward for students within the English Team
- develop an active and engaging extra-curricular offer for English.
- to lead and oversee English trips, events, fixtures and competitions.
- provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students
- monitor the use of the Behaviour policy in English to ensure that staff are consistent and effective in their use of the policy

- support colleagues in the Communications Area in dealing with disciplinary issues, taking responsibility for managing behaviour in Communications and in the related corridor areas including completing behaviour related duties allocated by the senior leadership team.
- monitor the processes which ensure that student attendance and punctuality in English lessons is strong.
- monitor the work areas used by English and Communications, creating a safe, effective and stimulating environment for the teaching and learning of English

All staff have a duty to:

- Follow all safeguarding expectations and guidelines as set out by the school and LA
- Participate in and support the Continuous Development Policy (Appraisal)
- Undertake all expected supervisory and emergency procedures duties as directed by the Senior Leadership Team
- Be familiar with and follow all school and trust policies and processes.
- Support the school's review and refine approach through positive and active participation in the faculty and school development plans, reviews and collective improvement.
- Undertake specific duties within the English Team as agreed with Subject Lead of English
- Create a purposeful and positive school culture through building positive professional relationships with students and staff
- Create a supportive home-school dialogue through effective and regular contact with student families as required through the job role
- Take personal responsibility for both the overall professional delivery of the role of a teacher and use line management to effectively seek support in aspects of the post as needed
- Undertake such other duties as reasonably required by the Head Teacher

Person Specification
Qualifications
<ul style="list-style-type: none"> ▪ Educated to degree level (Essential) ▪ Qualified teacher with extensive experience in secondary school education (Essential) ▪ Bachelor's degree in English or a related subject ▪ Relevant recent professional development

Knowledge, Skills and Experience

- Teaching of GCSE and A level English Courses (Essential)
- Excellent lesson planning and design (Essential)
- Effective design of curriculum schemes of work and long-term plans (Essential)
- A successful track record in raising student attainment in English subjects
- Line management or mentoring of other staff
- Experience of contribution to whole school improvement strategies
- Experience of innovative approaches to the development of teaching and learning
- Running of extra-curricular programs related to English
- Understanding of GCSE and A level course specifications and examination expectations
- Experience of leading on student behaviour and culture within a team

Professional Leadership Behaviours

- Genuine passion, and a belief in the potential of every child, whatever their background or personal characteristics
- A clear understanding that all roles in the school, are focused on student achievement and potential.
- A good awareness of keeping children safe, understanding how and when to take appropriate action.
- Effective leadership and management style that encourages participation, innovation and develops colleagues' confidence and trust
- The ability to work in close harmony with other staff
- The ability to inspire and develop the leadership skills of others as well as to learn from others
- Excellent listening skills
- Passion, energy, resilience, and optimism to lead the team through day-to-day challenges while maintaining a clear strategic vision and direction
- A firm and constant belief in the unlimited potential of every student (particularly DA students, those from diverse backgrounds and those with SEND) and a genuine commitment to inclusive educational provision
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to be flexible, to change, improve and develop
- The ability to delegate appropriately and manage personal workload
- Confidence, self-motivation and the ability to be decisive
- High levels of honesty and integrity, with a commitment to Equality, Diversity and Inclusion
- A professional outlook, detail oriented and able to multitask and meet deadlines
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion

<ul style="list-style-type: none"> ▪ Flexible attitude towards work and demonstrates sound judgement ▪ Willingness to participate in Continuous Professional Development
Other
<ul style="list-style-type: none"> ▪ The right to work in the UK

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- All staff participate in the school's performance management scheme.

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We offer family friendly, flexible working arrangements, and staff networks to provide a supportive environment in the workplace where members can receive peer to peer support.