



## Teaching and Learning Responsibilities Job Description

<b>Purpose of Job</b>	<p><i>As the person with the Teaching and Learning Leader responsible for English within the school</i></p> <ul style="list-style-type: none"><li>• To be accountable for leading, managing and developing English within the school.</li><li>• Raising standards of pupil attainment and achievement within English and to monitor and support pupil progress.</li><li>• To be accountable for pupil progress and development within English</li><li>• To develop and enhance the teaching practice of others.</li></ul>
<b>Impact Beyond Assigned Pupils</b>	<ul style="list-style-type: none"><li>• In conjunction with the Head Teacher and Leadership Team, be responsible for the preparation, maintenance, implementation and management of the school's policy and scheme of work for English.</li><li>• To monitor, assess and continuously review the implementation of policy and practice to ensure continuity and progression, breadth, depth and balance across the whole school.</li><li>• To contribute to the setting of school aims and objectives relating to English and to contribute to the School Improvement Plan by compiling an action plan in respect of English.</li><li>• To ensure that the subject area reflects cross-curricular elements; in particular, multi-cultural issues, equality of opportunity and personal and social education.</li><li>• To work with the Leadership Team on the target setting process and on identifying relevant success criteria for English.</li><li>• To identify those children that require intervention programmes, organising the support required and monitoring the success of the implementation of these programmes.</li><li>• To monitor standards by:<ul style="list-style-type: none"><li>- ensuring the maintenance of up to date and accurate information on the subject area;</li><li>- analysing and evaluate performance data provided;</li><li>- identifying and taking appropriate action on issues arising from data, systems and reports, and reviewing progress;</li><li>- producing reports including the use of value added data;</li><li>- managing the collection of data on the subject;</li><li>- ensuring all members of staff are familiar with the national expectations for their class/end of year level and the key stage targets in the subject area.</li></ul></li><li>• To evaluate the findings of any reviews / audits and establish in consultation with the Head Teacher what needs to be achieved in order to raise standards in the subject.</li></ul>

<b>Leadership Development and Enhancement of the Teaching Practice of Others</b>	<ul style="list-style-type: none"> <li>• Act as a consultant to staff in English, advising on planning, continuous professional development, resources, teaching strategies, assessment and record keeping.</li> <li>• To support colleagues by peer coaching, including provision of demonstration lessons and informal observation.</li> <li>• To conduct regular audits of provision of English, monitoring and evaluating standards of pupil achievement, quality of teaching and coverage of the curriculum.</li> <li>• To conduct lesson observation in line with school procedures, including agreeing focus for observation, provision for feedback and identification of actions for subsequent development.</li> <li>• To actively review own practice and be a successful model for other teachers in the relevant area/s of the curriculum and to maintain a high and positive profile.</li> </ul>
<b>Accountability, leadership, management, development of English</b>	<ul style="list-style-type: none"> <li>• Promote and co-ordinate the teaching of English throughout the school, according to the requirements of the National Curriculum and any other new initiatives from the DfE and OFSTED.</li> <li>• To plan and lead staff meetings and workshops on English.</li> <li>• Keep up to date with new developments in the subject area.</li> <li>• Develop a scheme of work for the subject suitable to the needs of a primary school catering for 3 – 11 year olds.</li> <li>• Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the Head/Deputy.</li> <li>• To keep governors informed and up to date on a regular basis on school policy or policies and practice through reports to the governing body as required by the Head Teacher.</li> <li>• To participate in appropriate Inset and personal and professional development within the school and outside in full consultation with the Head/Deputy.</li> <li>• To co-ordinate and keep under review planning, assessment and record keeping for the relevant area/s of the curriculum;</li> <li>• Monitor English according to the school's monitoring policy</li> <li>• Develop and maintain a portfolio of work within the subject area.</li> </ul>