



Subject Leader of English

Job Description

Employee Name:

Job Title: Subject Leader in English

Responsible to:

The key purpose of the role

- To facilitate and lead teaching and learning across your department, which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and behaviour of all students in our care.

Department Leader Accountabilities

Main Responsibilities:

- To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress.
- To be accountable for pupil progress and development within the subject area by making good use of tracking and milestone data.
- To ensure that interventions are appropriate and timely to meet the needs of individual students.
- To develop and enhance the teaching practice of others with a relentless focus on teaching standards.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan.
- To ensure that marking of pupil work across the whole department adheres to our school marking policy, and is of sufficient standard to enable pupils to make at least expected progress.
- To ensure that the quality and quantity of homework set across the department enables pupils to make at least expected progress.

Operational/Strategic Planning

- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up pupil progress.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School.
- To foster good practice in the use of and oversee the application of IT in the Department.
- To ensure that all examination entry deadlines and protocols are adhered to and pupils are entered for the appropriate and correct examinations.
- To ensure that all department staff advise SIMS Manager of the correct learning aim/QAN for Post 16 courses.

Curriculum

- To liaise with the relevant member of SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of the Department's curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.

Staff Development:

Recruitment/Deployment of Staff

- To work with the Line Manager of the Department or relevant Senior Leader to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Review(s) and to act as reviewer for staff within the designated department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the cover supervisor/relevant staff to secure appropriate cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

Quality Assurance:

- To establish the process of the setting of challenging targets within the department (as a minimum they should be in line with FFT or expected progress at KS3) and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- To contribute to the school procedures for lesson observation.
- To seek/implement modification and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the School Development Plan.
- To produce an annual examinations analysis and department review as part of the school's self-evaluation cycle.

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To analyse and evaluate, with the department, performance data provided and take appropriate action in response.

Management of Resources:

- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget.
- To work with the relevant member of staff in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System:

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and child protection policies, liaising with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
 - To ensure the school's Behaviour Management policy is implemented in the department so that effective learning can take place.
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- To monitor and support the overall progress and development of pupils within the department including organising departmental detentions where work is not of an acceptable standard or not done.
- To monitor pupil attendance together with pupils' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

Teaching Accountabilities

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- To perform at the standard appropriate to one's current level (eg Core, Post-Threshold) on 'Standards for Teachers in England and Wales'
 - To prepare and teach lessons of a high standard to assigned students...
 - following designated programmes of study
 - carrying out the necessary assessments
 - providing information/comments for records
 - monitoring students in accordance with agreed subject strategies.
 - To maintain discipline in accordance with school policies, and demonstrate good practice in classes taught with regard to attendance, appearance, uniform, punctuality, behaviour, homework etc.
 - To contribute to the corporate tasks of development of appropriate syllabuses, materials and schemes of work; record-keeping; monitoring; evaluation of lessons; maintenance and care of materials and resources.
 - To participate in the applications of the subject homework policy, this includes setting and marking of homework, and monitoring contact books.
 - To ensure that all marking is carried out in full adherence to the school's marking policy.
 - If required, to act as a form tutor to an assigned group of students, and to carry out related duties.
 - To take responsibility for the daily act of worship.
 - To engage in continuous professional self-development in relevant areas.
 - To carry out a share of supervisory duties in accordance with published lists.
 - To participate in appropriate meetings with colleagues and parents relative to the above duties.
 - Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and child protection policies, liaising with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
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PLEASE NOTE

The responsibilities are subject to the role of a teacher as defined in the School Teachers' Pay and Conditions document. Your job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation with you.

SECONDARY DUTIES

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:
Post holder

Date:

Signed:
Headteacher

Date:

The school is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. The information requested for applicants is considered to be objectively justified to comply with government guidance on safer recruitment in such areas. Appointment to this post will be subject to an Enhanced Disclosure and Barring check and an online social media check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

St John's Catholic Comprehensive School operates a Smoke/Vape Free Policy for all its employees and this applies to any building and associated grounds within the immediate vicinity of the school.