



Primary Teacher + English Lead
and Phase Lead

MPS - UPS + TLR 2a

Job Description & Person
Specification

EMMAUS
CATHOLIC MAC
Our journey with Christ

Job Description for Primary Teacher + English Lead and Phase Lead

Grade: Emmaus Catholic MAC Teacher Pay Scales
MPS - UPS + TLR 2a

Line Manager: Principal

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

To work under the guidance of the School Principal and SLT. To carry out the duties of a teacher as set out in the **current Teachers' Standards Document**.

The post holder has responsibility for leading their Department in School, in fostering a love of the subject at every level and promoting it within the School. She/he will ensure high standards of teaching, learning and achievement, efficient use of resources and creative development of the English curriculum.

This role requires an outstanding and confident classroom practitioner of English and literacy who is able to demonstrate the very highest standards of teaching.

Job Purpose:

- To ensure the delivery of outstanding English lessons in all year groups
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
- To provide a nurturing classroom and MAC environment that helps pupils to develop as learners.
- To help to maintain the high expectations of discipline amongst pupils, in accordance with the school's behaviour policy.
- To contribute to the effective working of the MAC. Contribute to the constructive team- building amongst teaching and support staff, parents and governors.
- Monitoring and supporting the overall progress and development of students as a head of subject teacher/phase leader.
- Facilitating and encouraging learning experiences which provide students with the opportunity to achieve their individual potential.
- Sharing and supporting in the school's mission 'together we grow and learn, knowing that God is with us in all we do'

This role should be undertaken in accordance with national and local guidance in relation to the role.

SPECIFIC RESPONSIBILITIES

DUTY HOURS

Fulltime / Permanent

ADDITIONAL DUTIES AND RESPONSIBILITIES

Teaching and Learning

- Promote excellence in teaching and learning to ensure all pupils develop their potential.
- Exemplify in own practice first class teaching skills and ensure that good practice is shared throughout the school, including good classroom management.
- Ensure that a suitable learning environment is maintained throughout the phase and that rewards and sanctions are applied as appropriate.
- Ensure that schemes of work are used, reviewed and modified to ensure high standards of teaching and learning.
- Monitor pupils' work and the classroom practice.
- Keep up to date with developments in the teaching of the subject and education in general to ensure that best practice is adopted within the school.
- Ensure the phase is effective in meeting the needs of all pupils.
- **Contribute** to the broader life of the school by supporting and leading curricular and extra-curricular events.
- Ensure that individual pupil progress is regularly assessed and recorded and used to inform teaching.
- Use relevant performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
- Actively promote enthusiasm for the subject outside the timetable.
- Using the classroom as a place to innovate and try new ideas which can then be later shared with colleagues.

Leadership and Management of Others

- Establish short, medium and long-term plans for developing and resourcing the curriculum across the phase.
- Develop the school's approach to assessment within the phase, and lead strategy to improve the quality of teaching and learning.
- Take a leading role in inducting new staff and making sure they uphold expected values and teaching standards
- Monitor the quality of teaching and learning within the phase (e.g. through observations, analysing performance data, etc
- Lead the subject and phase, inducting, developing, deploying, motivating and appraising staff where relevant to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained.
- Encourage colleagues to develop their leadership potential and to share and develop new ideas.
- Regularly review relevant policy and practice to ensure that they are used effectively, as well as share and develop ideas.
- Hold regular Phase team meetings to keep staff informed of developments or changes within Phase and lead Staff subject meetings. Constitute to the constructive team -building amongst teaching and support staff, parents and governors.

Policy/Strategic direction and development

- Contribute to whole school policy-making and strategic planning as required by the Vice/Principal.

- Prepare, monitor and update annual school development plans, self-evaluations /phase plans in consultation with colleagues.
- Take the lead in ensuring that school policies and strategies are embedded in schemes of work across the phase.
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values
- Share excellent subject practice, knowledge and expertise throughout the school as appropriate

Other Duties

- Actively promote English within the school community to encourage pupils' interest in the subject area.
- Contribute to the positive promotion and marketing of the school in the local and wider community.
- Lead the subject and phase contribution to marketing events and external links.
- Monitor and control the subject allocated budget.
- Identify future resourcing needs and aspirations for the subject.
- Ensure that all resources are fit for purpose and used in accordance with Health and Safety guidelines.
- As a lead professional set personal targets and take responsibility for own continuous professional development.
- Be proactive in identifying training needs within the school, ensuring that they are appropriately met, and that all members are active in their own professional development.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection, Health and safety, Teaching and learning, the curriculum assessment (including SEND, LAC, EAL etc.)
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations and policies.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



Person Specification for Primary Teacher + English Lead and Phase Lead

Task	Essential	Desirable
Qualifications and Training		
Qualified Teacher Status	✓	
Degree level qualifications in specialist subject.	✓	
Evidence of appropriate professional development commensurate with the role applied for.	✓	
Additional professional and/or academic qualifications		✓
Knowledge and Experience		
Proven track record of successful teaching across KS1 and KS2 in English.	✓	
Experience of working with parents and community members.	✓	
Evidence of good progress for students taught.	✓	
A thorough knowledge of the theory and practice of effective pedagogy.	✓	
Thorough knowledge of curriculum planning and delivery in English.	✓	
Understanding of the principles of child development and learning processes.	✓	
Evidence of ability to lead and manage change effectively.	✓	
An ability to instil confidence in others.	✓	
Evidence of ability to effectively use data to raise standards / analyse impact.	✓	
Personal Qualities and Attributes		
Excellent standards of personal Presentation.	✓	
A strong and credible presence – personal profile.	✓	
A “no excuses” disposition towards Performance.	✓	
Excellent written and spoken English and high standard of numeracy.		
An ability to adapt information for communication to a range of audiences.		

Strengths in communicating with colleagues, individually or in groups.	✓	
A Knowledge of Equality & Diversity issues.	✓	
Genuine passion and belief in the potential of every student	✓	
A commitment to the principles of professional confidentiality.	✓	
To comply with the Schools commitment to the protection and safeguarding of children.	✓	
A commitment to delivering and leading on professional development for colleagues as appropriate.		
Ability to relate well to children and adults.	✓	

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

