



## JOB DETAILS

**Job title:** Teacher and English Leader

**Whole school area of accountability:** Leading teaching and learning in English

**Reporting to:** Headteacher

## Main Purpose

- › To provide solid professional English leadership across the school to develop high-quality teaching and learning.
- › To lead, manage and develop the staff in English to ensure the highest standards of learning and achievement for all pupils and improved outcomes for all pupils in vulnerable groups.
- › To lead, manage and develop the staff in English in the effective use of resources.

## Duties and Responsibilities

- › Carrying out the responsibilities of a class teacher as outlined in the current *School Teachers' Pay and Conditions Document*, in addition to carrying out the duties of the English Leader,

## Specific Subject Responsibilities Include:

### Strategic Direction

- › Develop and review regularly the English area's vision, aims and purpose.
- › Oversee the planning of the curriculum content, ensuring it is well-sequenced to promote pupil progress.
- › Ensure the planned curriculum is effectively and consistently implemented across the school.
- › Ensure there is an effective system of assessment that oversees pupils' progress to ensure the curriculum has a positive impact on pupils' learning.
- › Have an overarching responsibility for pupils' achievement and standards in English.
- › Develop and implement policies for English in line with our school's commitment to high-quality teaching and learning.
- › Promote the subject, its importance, and the value that it brings across the school.
- › Have a good understanding of how well English is being delivered and its impact on pupil achievement.
- › Use this understanding to feed into the school development plan and produce an action plan for the subject.
- › Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in teaching the subject.
- › Work with the special educational needs co-ordinator (SENDCO) to ensure the curriculum matches the needs of different pupils, such as vulnerable pupils and those with special educational needs and/or disabilities (SEND)
- › Work with the Early Years Foundation Stage (EYFS) leader in understanding how English is developed at the EYFS and support the EYFS.
- › Promote a high standard of speaking, listening, writing and reading of English among colleagues
- › Demonstrate a clear understanding of systematic synthetic phonics and share this practice with colleagues

## Leadership and Management

- › Liaise with the local authority (LA) on subject-related events, projects and activities.
- › Lead improvements in planning and teaching English and use of assessment to improve progress in learning and student outcomes.
- › Be a role model for the teaching of English;
- › Coach and mentor other teachers in refining their teaching skills and using resources and specific teaching strategies in English.
- › With senior leaders, lead the evaluation of English across the school. Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the English area is being implemented and how well it is delivered across the school. Analysis of performance and progress data in English; and triangulating with observations and examination of learning in books.
- › Lead training and planning for English so that teaching confidence improves, including teaching assistants, and the quality of learning is strengthened.

- › Liaise with external colleagues to gain advice and support where needed.
- › Ensure that teaching assistants are deployed effectively to support intervention programmes in English.
- › Organise school events which inspire a strong engagement in English.
- › Communicate with Governors for them to examine and monitor the quality of learning in English.
- › Communicate with parents to be well informed about English learning and support their children's education at home.
- › Seek to gain further accreditation and development for your leadership skills.

### Teaching, Learning and Assessment

- › Demonstrate effective teaching strategies and promote high-quality teaching of English across the school.
- › Demonstrate effective use of assessment for learning in English lessons.
- › Model efficient use of resources for learning in English.
- › Work with other colleagues in lessons to develop their teaching and use teaching assistants to support learning.
- › Exemplify effective marking of learning in English.
- › Liaison with the SENDco, be responsible for organising, planning and evaluating English interventions and support beyond the classroom, including the approaches to support able pupils.
- › Manage the English budget effectively to ensure it is spent on resources that add value and enhance the learning experience.
- › Evaluate, organise and monitor the use of resources.
- › Provide training, practice and coaching so all staff become experts in teaching reading, spelling and writing

### Leading and Managing Staff

- › Support staff regarding teaching and learning, resources, and planning in English.
- › Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the English area.
- › Coach and model team teaching
- › Support teachers in making accurate assessments, manage internal and external moderation, and complete external moderation exercises.

### Staff Development

- › Performance manage identified staff.
- › In English, lead in identifying group and/or individual training needs and supporting colleagues, promoting a whole school approach.
- › Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, cooperation and teamwork.
- › Ensure you keep up to date with current developments in English and disseminate information as appropriate.
- › Provide training, practice and coaching so all staff become experts in teaching reading, spelling and writing

### Efficient and Effective Deployment of Resources

- › Provide support with reading book/ books linked to planning and class books focuses and resources in the EYFS English area.
- › Work with the English subject leader to ensure that links between English topics and fiction and non-fiction books are used within the English curriculum.
- › Audit, check and manage English/literacy resources termly, to ensure they are available, up to date, varied and diverse, and match pupil and curriculum needs
- › Create a safe, welcoming environment and take care of the classroom accommodation.
- › Provide support with classroom displays for the English area across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils.
- › Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs.

## Other Areas of Responsibility

### Safeguarding

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary.
- › Promote the safeguarding of all pupils in the school
- › Assist in the smooth running of the school at all times, including being responsible with the other leaders for the school in the absence of the Headteacher.

### Note

This list of duties illustrates the role's general nature and level of responsibility. It is a partial list of tasks the English leader will carry out. The post holder may be required to do other duties appropriate to the level of the role.

This job description is not your employment contract or any part of it. It has been prepared only for school organisation and may change either as your contract changes or as the organisation of the school is changed. Everything will be the same with a consultation. This document will remain the same once signed but will be reviewed annually.

Signature of post holder: \_\_\_\_\_

Date / /

Name:

Signature of Headteacher: \_\_\_\_\_

Date/ /

Name: Sam Woodcock