



## Job Description

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**Job title:** Lead Practitioner - English  
**Reports to:** Principal  
**Location:** The Hundred of Hoo Academy

### Job purpose:

- To raise standards and develop teaching and learning in English across the Academy.
- To ensure that the aims of the Academy are effectively translated into high quality classroom practice both within the subject and in general across the Academy.
- To assist in developing, implementing, monitoring and evaluating:
  - a. Teaching and learning
  - b. Curriculum planning
  - c. Continuing professional development
  - d. Team building
- To promote and ensure positive pupil approaches to learning through:
  - a. High expectations
  - b. Exceptional teaching
  - c. A stimulating learning environment
  - d. An emphasis on learning
- To be a key leader in establishing systems and procedures to develop teaching and learning.
- To consistently deliver high quality lessons, promote proven strategies, and support colleagues - both on a 1-2-1 basis and in groups - to develop pedagogy and practice in order to improve the quality of learning and teaching with the specific aim of securing outstanding teaching and student outcomes.
- To work with the Director of Learning for English on all aspects above and to respond to Academy priorities within English as directed by the senior leader responsible for English.
- To work with the Director of Learning for English to devise action plans in order to close achievement gaps and ensure that these are being implemented appropriately.
- To work with and report to the Assistant Principal for teaching and learning to monitor, evaluate and review the quality of education across the academy. You will support planning and delivering the whole school CPD to improve teaching and learning.

### Key areas of responsibility:

#### STAFF

- To oversee the professional development of staff in English across the Academy and provide advice on appropriate INSET.
- Ensure that staff are kept well-informed of recent developments in English.
- Observe the teaching of English teachers, give constructive feedback and monitor this to ensure that it leads to improved standards in the classroom.
- Allocate responsibilities and duties so as to ensure continuing professional development.
- Design, implement and evaluate an in-house, blended approach to teachers learning through strategies such as coaching, in-class training and 1-2-1 mentoring sessions.

## CURRICULUM

- To support the Director of Learning for English in developing and reviewing the English curriculum and schemes of work at KS3, KS4 and KS5.
- Coordinate preparation, delivery and evaluation of schemes of work for the Academy in accordance with the National Curriculum requirements; with a particular focus on challenge, pace, high order questioning and thinking skills, as well as writing and speaking opportunities to facilitate students accessing the highest grades at KS3, KS4 and KS5.
- Provide leadership and guidance on production of learning resources.
- Monitor and evaluate to ensure that there is a consistency in terms of learning experiences for students within each of the small schools in accordance with the Academy policy and the Academy's criteria for effective teaching and learning.
- Provide guidance on exam specifications and delivery time frames, and additional related qualifications that could be included in the curriculum offered at the Academy.
- Lead and encourage critical professional dialogue within the English department.
- To liaise with agencies outside the Academy to enrich and broaden the curriculum.

## ASSESSMENT

- To issue guidance in order to develop rigour and accuracy in grading at KS3, KS4 and KS5 across the Academy. To ensure that there are appropriately regular opportunities for students' work to be accurately graded throughout each half term.
  - a. Identify and implement strategies for raising standards at all key stages in line with the latest accountability measures.
  - b. To develop assessment for learning with English staff across the Academy in line with Academy policy.
  - c. To ensure that there are appropriate and accessible graded examples of students' work from across the Academy to be used for the purposes of moderation, training, and as evidence of standards in your subject area.

## COMMUNICATION

- To provide subject specific information to the senior leader responsible for English whenever required.

## RESOURCES AND THE LEARNING ENVIRONMENT

- To ensure that the learning environment is well-ordered, safe and stimulating, leading by example to encourage a high standard of display work in classrooms and communal areas with a clear emphasis on celebrating success, sharing achievements and the importance of both literacy and numeracy.
- To advise on the purchase of appropriate and stimulating resources and ensure that these are used.
- Ensure that English staff across the Academy make full use of the range resources at their disposal in particular the use of chromebooks.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm or neglect. If you suspect or confirm harm then it's essential you know



**The Hundred of Hoo  
Academy**

Annual safeguarding training is offered to all staff at Leigh Academy. It is the responsibility of all staff to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The 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 construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.