



The Holy Trinity Church of England Secondary School

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Rev. C Millwood MA NPQH.

Headteacher

LEADER OF LEARNING ENGLISH & MEDIA STUDIES JOB DESCRIPTION

Purpose

- Extend the Leadership of the Headteacher
- Create the **opportunity** for all members of the school community to learn
- Evaluate the standards of teaching across the faculty of English & Media Studies and ensure the improvement of academic outcomes

Grade

- TMR/UPR with TLR1d

Accountable to

- Specified member of SLT; currently Deputy Headteacher Curriculum

Conditions of Service

- Reference should be made to the School Teachers' Pay and Conditions Policy,
- Reference should be made to the specific provisions referred to in this job description,
- References should be made to the National Professional Standards for Qualified Teacher Status published by the DfE.

- This job description encompasses the key areas of work for which the post holder is responsible over and above their role as a classroom teacher. It should be read in conjunction with the job description for the relevant scale/spine classroom Teacher (i.e. MS/UPS)
- Specific priorities will be agreed for individual leaders with their line manager on an annual basis. Details of the initial focus will be given in the job details for the post. Additional responsibilities will reflect the level of TLR which goes with the post
- It will be reviewed annually but can be modified in the interim following negotiation.

Key Accountabilities	Key Actions
<i>Ensure that the English and Media Studies curriculums are fit for purpose</i>	<ul style="list-style-type: none"> • Ensure budgetary requirements are met • Ensure student needs are met • Ensure statutory requirements are met • Be aware of future policy movement and adjust accordingly
<i>Maintain and improve the quality of leadership within the faculty of English & Media Studies</i>	<ul style="list-style-type: none"> • Lead a Subject Key Stage/specialism within English & Media Studies • Line manage the Key Stage and Subject Leaders/Specialists within the team • To ensure that the assessment and reporting structure informs appropriately to all stakeholders • Ensure the effective discharge of teachers' accountabilities within the Area of Learning
<i>Maintain and improve the quality of learning and teaching within the faculty of English & Media Studies</i>	<ul style="list-style-type: none"> • To uphold, maintain and improve the school wide learning and teaching systems within the Area of Learning • Set targets and effectively monitor the teachers within the Area of Learning • Support, develop and intervene with the teachers as appropriate • Support, develop and intervene with non-teaching specialists within the Area of Learning as appropriate
<i>Maintain and improve the quality of Extra-Curricular opportunities within the faculty of English & Media Studies</i>	<ul style="list-style-type: none"> • Establish and maintain regular extra-curricular opportunities for students within the Area of Learning • Establish and maintain links to relevant outside agencies to help provide appropriate extra-curricular opportunities