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**Job Description**

**Progress Leader – English**

**Job Purpose – Progress Leader in English and to provide support to the strategic leadership of the Academy. In supporting the Head of Department, to be responsible for the development, organisation, review and evaluation of delegated aspects of school improvement of the English Faculty.**

**Accountabilities:**

**For the first year in addition to the requirements of leading a subject teacher, the Progress Leader will demonstrate the following:**

**Strategic Direction**

* Model the values and vision of the academy.
* Support the monitoring and evaluation of the Subject Development Plan.
* Translate new initiatives into practice.
* Motivate others to create a shared learning culture and positive climate.

**Teaching and Learning**

* Be a consistently outstanding classroom practitioner.
* Be able to demonstrate high levels of value added and progress.
* Have experience and knowledge of the secondary age range.
* Be able to lead others in developing the quality of teaching and learning to enable high levels of progress for all students within the academy with the Head of Department
* Be energetic, enthusiastic and committed to our students.
* Plan and prepare in order to teach to an outstanding level according to education needs, pupils assigned to them.
* Assess, record and report on the development (intellectual, social emotional and behavioural), progress and attainment of pupils.
* To provide a stimulating and challenging learning environment for pupils.
* Promote the progress and wellbeing of all individual pupils within the academy.
* Participate in performance management and professional development.
* Maintain good order and discipline and safeguard pupils’ health and safety during both in and out of school activities.
* Participate in all team planning meetings where appropriate.
* Participate in national and school assessment procedures.
* Ensure the teaching areas are tidy and equipment neatly arranged and accessible.
* Encourage parental interest and involvement within school guidelines.
* To work within the school philosophy and ethos statement.
* To work alongside subject leaders to plan programmes of support utilising a range of strategies in order to improve teaching, learning and progress.
* To relentlessly drive year on year improvement in progress levels of all students in English.
* Provide verbal and written reports for the leadership group and governing body as required.
* To agree and meet targets and deadlines when required.

**Leading and Managing People**

* To act as a model of excellence in classroom practice and outcomes.
* Lead staff development in order to improve progress in English, for example, by providing demonstration in lessons, leading to effective training etc.
* Line manage a selection of staff within the English faculty under the direction of the Head of Department.

**Knowledge and Skills**

**Lead teachers should demonstrate their knowledge and understanding of:**

* School improvement and effectiveness strategies including the process of school self-evaluation.
* Processes and systems for quality assurance within subject area(s).
* Principles and practices in relation to managing learning and teaching, people, policy and planning, resources and finance.
* Implementing change.
* The application of information and communications technology (ICT) to curriculum areas.
* The legislative and policy frameworks, which govern education at national and local levels.
* The range of external influences which have an impact on school strategic and operational planning.
* The impact of new technologies.
* Models of teaching and learning within the English faculty.
* Models of behaviour and attendance management within the English faculty.

**Personal Qualities**

**Social-awareness**

* Empathy.
* Organisational awareness.
* Service orientation.

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**Relationship management**

* Developing other Leadership.
* Change catalyst.
* Influence.
* Conflict management.
* Teamwork and collaboration.