**Job Description**

**Post title:** Subject Lead - English (MPS/UPS)

**Primary location:** Astor Secondary School

**Reporting to:**

**Liaising with:** Head Teacher, Trust (SSET) Leadership Team, School Leadership Team, Deputy/Assistant Head Teacher, Teaching and Support Staff, external agencies, students and parents.

**Main Purpose of the Role**

The Subject Lead - English will take strategic responsibility for providing leadership and management of the English curriculum at Astor Secondary School. This role is crucial in securing high-quality teaching, effective use of resources, and improved standards of learning and achievement for all pupils in English. The Subject Lead will promote the school's commitment to pupils' spiritual, moral, social, cultural, physical, and mental development, as well as British values, through the teaching of English.

**Key Responsibilities and Duties**

**Strategic Development**

* Develop and implement policies for English in line with the school's commitment to high-quality teaching and learning.
* Promote the importance and value of English across the school.
* Develop a deep understanding of how well English is being delivered and its impact on pupil achievement.
* Use this understanding to contribute to the school development plan and produce an action plan for the subject.
* Consult with pupils, parents, and staff about the effectiveness of English, and assess the feedback against the school's values, visions, and aims.
* Work with the SENCO to ensure the English curriculum meets the needs of all pupils, including disadvantaged and those with SEND.
* Collaborate with the local authority or multi-academy trust on subject-related events, projects, and activities.

**Leading the Curriculum**

* Develop and regularly review the vision, aims, and purpose for the English subject area.
* Oversee the planning of the English curriculum content, ensuring it is well-sequenced to promote pupil progress.
* Ensure the planned English curriculum is effectively and consistently implemented across the school.
* Establish an effective system of assessment that monitors the progress of pupils to ensure the English curriculum has a positive impact on their learning.
* Take an overarching responsibility for pupils' achievement and standards in English.

**Leading and Managing Staff**

* Hold regular team meetings for the English department.
* Lead the professional development of teaching staff and teaching assistants in English through example, support, and liaison with the leadership team.
* Ensure trainees, newly qualified teachers, and staff new to the school receive appropriate support for teaching and learning in English.
* Lead the English team, ensuring that individual members have clearly defined roles and responsibilities.
* Delegate effectively to ensure the whole English team can contribute to the successful development of English teaching across the school.
* Lead on the moderation of English across the school, including working with other schools as part of the moderation process.

**Effective and Efficient Deployment of Staff and Resources**

* Establish resource priorities for English and seek approval from SLT line manager for expenditure.
* Distribute resources effectively across the school.
* Ensure the effective and efficient management of learning resources for English.
* Maintain the profile of English across the school through the effective use of displays.

**Other Professional Requirements**

* Establish and maintain effective working relationships with professional colleagues and other subject leaders to collaborate on cross-curricular links and creative approaches to learning.
* Work collaboratively as part of the Middle Leadership Team on whole-school priorities, including contributing to the School Development Plan.
* Establish and maintain effective working relationships with other English subject leaders.
* Develop effective relationships with Trustees and parents, informing them of developments and practises relating to the teaching and learning of English.
* Participate in meetings with professional colleagues, Trustees, and parents as required.
* Take responsibility for your own professional development, keeping up to date with new research into the teaching of English.
* Play a full part in the life of the school community, supporting its vision and ethos, and encouraging staff and pupils to do the same.
* Undertake any other duties as specified by the Headteacher.

**Skills and Competencies**

* Excellent subject knowledge and understanding of the English curriculum
* Strong teaching and learning skills, with the ability to model best practice
* Effective leadership and management skills, including the ability to motivate and inspire others
* Data analysis skills to monitor and evaluate the impact of the English curriculum
* Strong communication and interpersonal skills, with the ability to work collaboratively with colleagues, pupils, parents, and governors
* Ability to plan, implement, and review strategic development of the English subject area
* Commitment to promoting the school's vision, values, and ethos
* Understanding of the needs of disadvantaged pupils and those with SEND, and the ability to adapt the curriculum accordingly
* Enthusiasm for continuous professional development and a willingness to keep up to date with the latest research and best practises in English education

**Professional Development**

Astor Secondary School is committed to supporting the professional development of all staff. As the Subject Lead - English, you will have access to a range of opportunities to enhance your skills and knowledge, including:

* Participation in subject-specific training and networking events
* Opportunities to observe and share best practice with colleagues, both within the school and across the local authority or multi-academy trust
* Support to undertake further qualifications or leadership development programmes
* Mentoring and coaching from experienced members of the school's leadership team

The school values continuous learning and professional growth and will work with you to identify and facilitate your development needs, aligning with the school's vision and values.

**Safeguarding**

We are committed to safeguarding and promoting the welfare of children and young people. The Subject Lead - English will have a key role in ensuring the effective implementation of the school's safeguarding policies and procedures. Specific safeguarding duties include:

* Promoting a safe and caring environment for all pupils
* Identifying and reporting any concerns about pupil welfare or safety, in line with the school's child protection and safeguarding policies
* Ensuring that all staff within the English department receive appropriate safeguarding training and support
* Collaborating with the Designated Safeguarding Lead and other key staff to ensure a consistent, whole-school approach to safeguarding
* Maintaining an up-to-date understanding of safeguarding legislation, guidance, and best practice, and cascading this information to the English team
* Actively contributing to the school's efforts to create a culture of vigilance and a safe learning environment for all