

Job Description & Person Specification

Subject Leader, English

JOB DESCRIPTION

JOB TITLE	Subject Leader
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The Burgess Hill Academy
RESPONSIBLE TO	Vice Principal
RESPONSIBLE FOR	Teachers of English
MAIN PURPOSE OF THE JOB	To be accountable for the curriculum area. To support, hold accountable, develop and lead the team of people in that curriculum area in accordance with the school's policies and under the direction of the Senior Leadership Team.
MAIN TASKS / KEY RESPONSIBILITIES The following responsibilities are in addition to the requirements of a class teacher and any other agreed responsibilities.	
1	Provide strategic direction and development of the curriculum area, with the support of and under the direction of the Principal and Senior Leadership Team
	Develop and implement policies and practices which reflect the College's commitment to high achievement through effective teaching and learning.
	Develop plans for the subject which identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the College improvement plan.
	Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.
	Set annual targets for the achievement of students at Year 9 and Year 11 (as appropriate) within the subject area and monitor on a regular basis the progress of the students towards these targets.
	Implement suitable intervention programmes, based upon a review of available evidence, within the subject if students' progress and/or achievement is deemed inadequate.
2	Teaching and Learning
	Ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the College improvement plan.
	Ensure that the curriculum area provision is appropriate for and accessible to students of all abilities.

	Contribute to and develop strategies within the curriculum area to support improvements in teaching and learning.
	Evaluate the quality of teaching in the area by the monitoring of teachers' plans and use of lesson observations
	Through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching, including agreeing and developing new courses as appropriate.
3	Lead and Manage Staff
	Enable all teachers to achieve expertise in planning for and teaching in the subject through example, support and by leading or providing high quality professional development opportunities.
	Ensure that other members of the subject team are contributing to the planning and development of the subject
	Demonstrate an excellent ability to advise and support other teachers, providing clear feedback, good support and sound advice to others;
	Provide examples, coaching and training to help others become more effective in their teaching and help others to evaluate the impact of their teaching on raising pupils' achievement
	Ensure that students work is assessed regularly by teachers within the subject and annual reports are written, checked and distributed to the relevant staff according to the agreed ARR timetable. Ensure that progress and achievement data for students is provided and recorded by subject teachers according to the ARR policy of the College and the published timetable.
	Complete regular Performance Reviews for all teachers in the subject, in line with academy policies.
	Ensure that the head teacher, SLT and governors are well informed about policies, plans, priorities and targets for the curriculum area and that these are properly aligned with the college improvement plan.
4	Deploy staff and resources effectively
	Ensure that work within the subject is fairly delegated amongst the subject team where appropriate and the agreed responsibilities are communicated to all members.
	Ensure that appropriate standards for Health and Safety and security are maintained within the subject.
	Ensure that the subject resources are maintained effectively and expenditure remains within the budget delegated by the Business Manager.
This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate. There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.	
Date: 11.01.22	
Additional Information	
This post is subject to an Enhanced Criminal Record Check	

- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Education & Qualification

- Educated to degree level
- Qualified Teacher Status
- Permitted to work in the UK

Experience and Knowledge

- Experience of directing staff in relation to an area of designated responsibility
- Experience of undertaking the implementation of strategic plans which have improved the lives and attainment of students
- Experience of teaching to a high standard as demonstrated by an analysis of outcomes
- Experience of collaborative planning which has contributed to student achievement in a given area of responsibility
- Good knowledge and thorough understanding of policy and practice in an academy or school setting
- Clear understanding of the standards and outputs required for a successful academy
- Knowledge and understanding of best professional practice in influencing and leading teams who are focused on inclusive practise and the achievement of all students

Key Skills and abilities

- The skills of a high performing classroom teacher in order to be able to lead by example
- Highly developed interpersonal skills including presence and approachability in order to relate effectively to students, parents and colleagues
- Highly developed range of communication skills; listening as well as speaking, presenting and writing.
- Ability to effectively work with others so that education and welfare outcomes and goals are met
- Ability to use leadership skills to improve student progress and raise attainment by influencing the practise of others
- Ability to develop a strategic approach to meet academy objectives, especially student wellbeing and achievement
- Ability to operationally manage the activities of others
- Ability to plan for effective expenditure and evaluate impact

Personal Qualities

- Able to adopt a flexible approach to meet the constantly changing challenges of academy life
- An analytical and questioning mind able to contribute to develop Academy success
- A proactive style which is positive, solution focused and decisive
- Self-motivated with drive, initiative and high degree of pro-activity
- Commitment to equal opportunities

