

SUBJECT LEADER OF ENGLISH

Line Managers job title:	Headteacher
Salary:	MPS/UPS + TLR 2.3
Tenure:	Permanent
% of FTE	100%

THE POST

Beccles High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 22 schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a **Subject Leader of English**.

PERSON SPECIFICATION

The professional competencies expected of the **Subject Leader of English** are:

- Be an excellent teacher with evidence of impact on pupil outcomes with a proven track record of total commitment to helping every pupil achieve their very best and make progress;
- Have excellent understanding of what constitutes excellence in teaching and learning and be able to model it to others;
- Have a keen understanding of data and be able to analyse patterns in performance over time;
- Be a positive role model for pupils and staff on a day-to-day basis;
- Collaborate effectively with staff, parents/carers and students;
- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of the **Subject Leader of English** are:

- Have a qualified teacher status

JOB SPECIFICATION

General Responsibilities

The **Subject Leader of English** is responsible for delivering English lessons to classes ranging from Y7 to Y11.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Department Leadership

- Provide high quality leadership, support and challenge to the English department in order to achieve high quality teaching and learning;
- Lead on the planning, delivery and assessment of a high-quality English curriculum across the school;
- Liaise and collaborate with senior colleagues and other curriculum leaders to support with the strategic development of good practice across the school;
- Provide high quality leadership to create an effective team and drive improvement;
- Oversee, monitor and quality assure the assessment, evaluation and mentoring of student progress in English;
- Ensure that there are strong procedures for the recording, monitoring analysing and reacting to a range of data to enable the department to track student overall attainment and achievement on a regular basis,
- Evaluate the quality and appropriateness of intervention to tackle student underachievement
- Provide effective performance management and professional development of all members of the English team.
- Work in close partnership with the SENDCo to provide high quality support for SEN students in order to secure excellent achievement and progress in English;
- Manage the English department's capitation and ensure the effective management and deployment of learning resources within the department to improve student achievement and progress;
- Be responsible for the consistent implementation and evaluation of behaviour management in the English department;

Teaching

- Identify clear teaching objectives, content, and lesson structures, and plan sequences of lessons appropriate to the subject content and the pupils being taught.

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for the specified subject area, building on pupils' prior knowledge.
- Deliver lessons appropriate to pupils' different abilities and educational needs, ensuring that they are all able to progress to their potential.
- Provide and contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Monitor pupils' class and homework regularly, providing constructive feedback.
- Use assessments of pupils' progress to inform future teaching.
- Prepare informative and constructive written reports for parents which identify how each pupil is performing, and how they can improve within the classroom.
- Share and support the school's duty to provide and monitor opportunities for personal and academic growth.
- Identify pupils who have additional educational needs and adapt lesson planning to cater for these needs.

Managing pupils

- Adhere to the processes outlined in the school's Behaviour Policy, ensuring that any poor levels of behaviour are dealt with appropriately.
- Through effective teaching, ensure that pupils are challenged and that best use is made of teaching time to promote good levels of behaviour.
- Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of resources.

Wider expectations

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	52 weeks
Hours per week	Full time
Normal working Pattern	Monday to Friday

Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	Your working hours do not include the automatic requirement to work on published CPD days if this is not a contractual day, but you may be required to attend mandatory training and, in these cases, the additional hours may be claimed on a timesheet, where not already paid under another contract.

The post-holder will be auto enrolled to join the Teachers' pension scheme.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

PROBATION

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.