Job Description

Post Title: Subject Leader for English (Second in Department)

Salary Scale: MPS / UPS + TLR 2.2

Terms and Conditions :   All the post holder's responsibilities are subject to the general duties and responsibilities contained in the current Teachers' Pay and Conditions document and its successors.

Responsible to: The CAL for English
            SLT Link

Purpose of the Post:

As part of the Ribblesdale Way we believe that every child has the right to experience the highest possible quality of educational experience and the highest possible levels of academic and personal success.

The school believes that in order to provide the very best education for young people, their learning has to be facilitated by highly professional teachers who are committed to continuing improvement in their pedagogy and all aspects of their professional development. Further to this, we believe in the professional obligation of all teachers to support the development of others and the improvement of the whole organisation.

All teachers will:

- Meet or surpass The National Teacher Standards (or Post Threshold Standards if applicable).
- Inspire pupils to achieve their very best.
- Ensure all teaching is 'good' or better.
- Ensure all pupils strive to make outstanding progress and achieve challenging targets.
- Implement all school policies and procedures fully.

ROLES AND RESPONSIBILITIES

1. **Ethos**
    - To create an exciting learning environment.
    - To be inclusive to all pupils.
    - To create relationships based on mutual respect.
    - To be an effective part of the team.
    - To manage own professional development.

2. **Curriculum and Planning**
    - To work with others to plan highly effective lessons, schemes of work and curriculum plans.
    - To review their own lessons and effectiveness of own planning.
    - To contribute to development of curriculum and Independent Learning Opportunities.
    - To plan with teaching assistants to ensure quality first teaching and to meet the individual needs of all pupils, including those with additional needs.

3. **Teaching and Learning**
   - To implement all school policies and procedures fully.
   - To make effective use of resources, including ICT.
   - To take part in CPD through skill exchange, peer observations, collaborative planning and mentoring.
   - To ensure all pupils can engage and achieve in lessons.
   - Use teaching methods with whole classes, groups and individuals that ensure that pupils are engaged and stimulated; that teaching objectives are met; that momentum and challenge are maintained and best use made of teaching time.
   - Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

4. **Standards and Achievement**
   - To ensure pupils strive to make outstanding progress.
   - To implement all actions following reviews of pupil progress.

5. **Assessment**
   - To implement the school policy and procedures to a high standard.
   - To plan for assessment for learning in every lesson.
   - To ensure assessment is accurate.

6. **Liaison**
   - To work closely with all support colleagues.
   - To work collaboratively with staff in sharing ideas and best practice.
   - To form effective relationships with parents and other parties.

7. **Self-Evaluation**
   - To contribute to the school's self-evaluation systems.

8. **Community**
   - To contribute to the school's community ethos.

RESPONSIBILITIES SPECIFIC FOR THIS POST: Second in English

- **Strategic and Operational Leadership**
  Under the direction of the Curriculum Area Leader,
  - Support the leadership of the operational delivery of the English curriculum, including the planning, sequencing, and refinement of schemes of learning.
  - Assist in the design and implementation of assessments, including mark schemes, assessment windows, and review cycles.
  - Co-ordinate standardisation and moderation processes for specified year groups to ensure reliable, accurate data entry across the department.
  - Work with the Curriculum Area Lead (CAL) to review long-term curriculum models and ensure alignment with whole-school and national curriculum expectations.

- Support Departmental Monitoring, Quality Assurance & Data, taking responsibility for specific areas, as designated by the Curriculum Area Leader

- Support the planning, implementation and delivery of effective intervention & inclusion strategies

- Assist in the delivery of Staff Development, including departmental CPD, coaching and mentoring

- Contribute to the wider life of the Department by supporting the Curriculum Area Leader with:
  - the development and maintenance of a shared, cross-key-stage resource bank, ensuring high-quality materials are accessible and regularly updated
  - assisting with the organisation of long-term supply arrangements
  - supporting enrichment activities, reading initiatives, clubs and the provision of wider cultural opportunities for pupils.

Note

1. This job description is not necessarily a comprehensive definition of the post.
2. The particular duties and responsibilities listed above may be subject to reasonable change from time-to-time following consultation between the Headteacher and the postholder.