**JOB DESCRIPTION**

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| **Post: Subject Leader of English**  **Division: Finham Park 2**  **Salary Level: TLR 1b** |
| **Job Purpose:**  To support, hold accountable, develop and lead the English Department to ensure high standards of teaching and learning, a good environment for learning and the well-being of staff and students.  To play a major role in supporting wider school improvement. |
| **Whole School Role:**   1. To work with the Leadership Team in order to provide strategic leadership, clear direction and effective management for the English Faculty as a whole. 2. To work with the Leadership Team to maintain a high profile presence, and to be accessible to and supportive of students, staff, parents and the wider community, as appropriate. 3. To contribute actively to the development of the Teaching and Learning that takes place within the school through coaching, mentoring and offering CPD opportunities.   **Leadership**   1. Develop and implement policies and practices for the English Department which reflect the school’s commitment to high achievement and which are consistent with national and school strategies and policies. 2. To create a Subject Improvement Plan which contributes positively to the achievement of the School Strategic Framework and which actively involves all subject teachers in its design and execution. 3. To provide regular feedback for subject colleagues through lesson observation which recognises good practice and supports their progress against Appraisal objectives resulting in a tangible impact on student learning. 4. To secure and allocate the subject budget to ensure it is spent in line with subject learning priorities and best value principles. 5. To monitor and control the use of resources in this area. 6. To develop and implement systems for assessing, monitoring and recording individual pupil’s progress. 7. To plan, delegate and evaluate work to be carried out by team members in an effective a way as possible.   **Learning and Teaching**   1. To impact upon the teaching and learning that takes place in all classrooms within the English faculty 2. To agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets. 3. To assist the LT link in the review of the standards of leadership, teaching and learning in the English faculty, consistent with the procedures in the School self-evaluation Procedures. 4. To ensure all subject staff understand, and are actively implementing, the key aspects of the school’s behaviour and inclusion policies. In addition, to take responsibility for behaviour standards in the subject area. 5. To engage all subject staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies. 6. To act as a coach/mentor to members of the department, at any stage of their career, when required. |