

**THE ST LEONARDS ACADEMY
SUBJECT LEADER OF ENGLISH**

JOB DESCRIPTION

JOB TITLE	Subject Leader (English)
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The St Leonards Academy
RESPONSIBLE TO	Vice Principal
MAIN PURPOSE OF THE JOB	<p>To work alongside the Vice Principal developing and leading an exciting curriculum which enables the highest level of student progress and attainment and is an example of best practice for others.</p> <p>To operationally lead the English department on a day to day basis.</p> <p>Supporting the Principal in recruiting, inducting and developing the English team to ensure consistently high standards of teaching.</p> <p>To model what it takes to be an outstanding teacher and subject leader and thus act as an example to all middle leaders.</p>
CORE REQUIREMENTS	
•	Inspire trust and confidence in students and colleagues.
•	Build team commitment with colleagues and in the classroom, engage and motivate students.
•	Demonstrate analytical thinking, improve the quality of students' learning, contribute to the Academy improvement/development planning and promote the learning priorities of the Academy Development Plan.
•	Contribute to the development and/or implementation of Academy policies.
•	Use the performance management process to advance student learning and enhance professional practice in line with the Academy's aspirations and priorities.

•	Have lead responsibility for a subject or aspect of the Academy's work and develop plans which identify clear targets and success criteria for its development and/or maintenance.
•	Promote the wider aspirations and values of the Academy.
	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Lead and manage a professional community of subject teachers to ensure the highest student attainment and progress. • To put in place the systems and structures at a department level that lead to good and outstanding teaching within English (with a focus on outstanding). • Monitoring and accountability for the progress and attainment of students in English • To establish procedures for inducting and mentoring ECTs, Teach Firsts, GTPs etc into the department. • Deliver high quality training on teaching and learning to other staff, focusing on your areas of particular expertise. • To act as a coach or mentor for other teachers as required. • Modelling for all staff exemplary practice in terms of managing difficult and challenging behaviour from students, and establishing a culture of high expectations within your department. • Lead on the development of the curriculum for English • Take responsibility for monitoring and tracking for year 10 & year 11 students including the quality assurance of teacher assessments. • Design and implement an effective intervention programme for under-performing students in years 10 and 11 to ensure department meets challenging performance targets. • Take an operational lead in the department including timetabling, resources, exam entries and communication to key stakeholders. • To line manage members of the faculty as requested. • Undertake any other various responsibilities as directed by the Principal or Senior Manager. • Undertake the other main professional duties of a teacher as set out in The St Leonards Academy pay and conditions of service document. <p>Planning, Teaching and Class Management</p> <p>Teach allocated students by planning their teaching to achieve progression of learning through:</p> <ul style="list-style-type: none"> • understanding and applying effective classroom management, • understanding and applying a range of teaching strategies, • positively targeting and supporting individual learning needs, • maintaining high levels of behaviour and discipline, • effectively using homework and other extra-curricular learning opportunities, • demonstrating appropriate consistent progress: <ul style="list-style-type: none"> - for the majority of students

- across all teaching areas
- across all spectrums of background, ability and behaviour that compares favourably with students in similar settings,
- effectively managing other adults in the classroom.

Monitoring, Assessment, Recording, Reporting

- Use performance data to evaluate students' progress and set appropriate targets for improvement.
- Use assessment to inform planning and teaching.
- Report on progress to all stakeholders.

Pastoral Duties

- Be a mentor to an assigned group of students.
- Promote the general progress and well-being of individual students in your mentor group as a whole.
- Liaise with the Leaders for Behaviour & Attendance to ensure the implementation of the Academy's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- Contribute to the preparation of Action Plans and progress files and other reports.
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents of students and persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with appropriate staff.
- Contribute to PSHE and citizenship and enterprise according to Academy policy.

Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the Academy.
- Maintain an up to date knowledge of good practice in teaching techniques.
- Know subject(s) or specialism(s) to enable effective teaching.
- Take account of wider curriculum developments.
- Incorporate national strategies in all teaching.
- Communicate learning objectives.
- Contribute positively and effectively to the 'Every Child Known' agenda.
- Undertake professional development to enhance teaching and students' learning, apply outcomes and identify impact and share outcomes with colleagues.

	<ul style="list-style-type: none"> • Take responsibility for professional learning. Applications from NQT's welcomed.
•	To carry out all activities in such a manner that data protection requirements are met and are in line with the Academy's policies for Health and Safety, and Equal Opportunities
•	To participate in professional development activities and performance management activities as required
•	To undertake other reasonable duties as directed by your line manager
<p>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.</p> <p>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.</p>	
Date: March 2025	
Additional Information	
<ul style="list-style-type: none"> • This post is subject to an Enhanced Disclosure and Barring Check (DBS) • 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. 	
<p>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.</p>	

PERSON SPECIFICATION

ESSENTIAL CRITERIA

Qualification criteria

- Degree / Qualified Teacher Status
- Permitted to work in the UK
- Evidence of relevant and substantial CPD

Ethos, Skills and Knowledge

- Commitment to fully inclusive education
- Commitment to the pursuit of high standards – academic and behavioural
- Commitment to staff participation in decision making
- Commitment to quality provision for SEN students
- Commitment to equal opportunities
- The ability to work in a fast moving and constantly changing environment
- Effective teaching, student management and communication skills

Personal Qualities

- Vision, warmth, energy, resilience, enthusiasm and caring