

SOUTHFIELD SCHOOL

JOB DESCRIPTION

This job description may be amended at any time following discussion between the Headteacher and the member of staff, and will be reviewed annually.

Job Title: English Responsibility – TLR 2(1)

Reports to: Head of English

Post Summary

To provide high quality leadership and management alongside the Head of English and to develop effective partnership working with other staff to secure high levels of student progress.

Duties and responsibilities:

- Support the Head of English in their key role and undertake reasonable tasks requested.
- To ensure high standards of learning and teaching and academic attainment and progress for all students within the curriculum area.
- To implement an effective assessment system within the curriculum area in question.
- To work with colleagues to develop innovative and engaging schemes of work, lesson plans and related learning resources that accelerate student progress.
- To take a significant part in the development, delivery and the promotion of the curriculum area.
- To assist in the management of the resources of the Department within the limits of the delegated budget and in accordance with the school's financial procedures.
- Along with the Head of English, to devise and implement quality assurance systems, including regular learning observations.
- To contribute to the co-ordination and implementation of the school's enrichment curriculum.
- Actively seek student voice/feedback to raise standards
- To undertake and support subject-specific staff training and professional development within the curriculum area in question.
- To help deliver the quality assurance department programme.
- To support the development of the use of ICT within the curriculum area.

SOUTHFIELD SCHOOL

- To contribute to the English Improvement Plan and self-evaluation processes as required.

SCHOOL ETHOS AND PRIORITIES:

- Establish a clear, shared understanding of the importance and role of the subject in contributing to a student's spiritual, moral, cultural, mental and physical development and in preparing students for the opportunities, responsibilities and experiences of adult life.
- Support the vision, ethos and policies of the school and promote high levels of achievement in the department.
- Support departmental staff in achieving the priorities and targets of the school and monitor progress.
- Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on the department.
- Intervene appropriately if targets are not being met.
- Operate whole school and departmental policies on rewards and sanctions in order to maximise student achievement.
- Ensure that parents/carers are well informed about the curriculum, targets and students' progress and attainment at each key stage.
- Be responsible for leading a team of adults and their morale management.
- Provide support and challenge to teachers and assistants who work in the department.
- Oversee the completion of tracking forms and full reports.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside school.
- Maintain a safe, effective and stimulating environment for the teaching and learning of the subject.