



## Job Description - Trust Lead (English)

Job Description	
Job Title:	Trust Lead (English) Please note this role will be undertaken for 1 day per week (0.2 FTE) The remainder of the individual's contract will be as class teacher
Pay Scale:	L7-12 Outer London For the class teacher role, the pay will remain as previously agreed (Main / Upper / Leadership) according to the role and location
Reports to:	Executive Director of Education
Main Purpose of the Post	
<p>Supporting the Executive Leadership Team in the following:</p> <ul style="list-style-type: none"> <li>• Embed the Trust's vision, mission, values, ethos and aims at every school.</li> <li>• Deliver the Trust Board's Strategic Plan and ensure its strategic objectives and aims are met.</li> <li>• Develop, lead and deliver the Trust's School Improvement Strategy.</li> <li>• Lead the pedagogical development of English across the Trust.</li> <li>• Support English Subject Leaders to deliver an inspiring English curriculum at every school in the Trust.</li> <li>• Develop and lead additional opportunities in English for all children and staff in the Trust.</li> <li>• Support the Trust's CPD programmes for ECTs and Middle Leaders.</li> <li>• Lead the LEO English Network Learning Community.</li> <li>• Play an active part in LEO Professional Learning Teams.</li> </ul>	
<h3>Key Tasks and Activities</h3> <p>In addition to class teacher responsibilities, key tasks and activities for this Trust Lead role might include:</p> <ul style="list-style-type: none"> <li>• To take the lead in developing and delivering high quality professional learning activities (including trust-wide training/PL sessions).</li> <li>• To develop and implement a clear vision and strategy for the specialist area.</li> <li>• Be prepared to complete work outside of their own school for one day a week. However, continue to contribute to developments within the subject specialisms on an ongoing basis.</li> <li>• To ensure all work is in-line with the Trust's vision of Learning, Excellence and Opportunity and ensure that any work carried out supports the Trust Strategies for teaching and learning, curriculum and SEND.</li> <li>• To organise enrichment and professional learning events, where appropriate.</li> <li>• To monitor and evaluate the quality of teaching and learning in the specialism area and to identify areas for improvement.</li> <li>• To co-teach and co-plan lessons where appropriate.</li> <li>• To contribute to the development of the curriculum and assessment in the specialism area.</li> <li>• To monitor and track pupil progress and attainment in the specialism area.</li> <li>• To liaise with other subject trust leads and directors and schools within the Trust to share best practice.</li> <li>• To keep up to date with current developments in the specialism area and in education in general.</li> <li>• To contribute to the wider life of the Trust, including by working beyond the Trust as needed.</li> </ul>	

- To represent the Trust at conferences and other external events, upholding the Nolan's Principles of public life.

#### **Other duties**

- Contribute positively to the effective working relations within the Trust, assisting in other teams where necessary;
- To take part in the Trust's Staff Continuous Professional learning programme by participating in arrangements for further training and professional development;
- To engage actively in the Trust's appraisal process;
- Under the direction of the Director of HR and/or other colleagues, to undertake such other tasks that may be required to further the efficient running of the Trust, commensurate with the level of the post;
- To play a full role in the life of the Trust community; to support the Trust's aims and ethos, and encourage staff and students to follow this example;
- To comply with the Trust's Health & Safety Policy and undertake risk assessments as appropriate.

Person specification (please read in conjunction with the teacher person specification):

#### **Specialist Knowledge and Skills**

##### **english**

- Excellent knowledge and understanding of English and its role in education.
- Experience of leading and managing a successful English across a school.
- Ability to develop and deliver engaging and effective english lessons.
- Knowledge of current assessment methods and strategies in English education.

#### **Person spec**

##### **Qualifications**

- Qualified Teacher Status (QTS)
- Degree in relevant specialism area (desirable)
- Evidence of further professional learning

##### **Experience**

- Proven track record of successful teaching (across primary) in the relevant specialism area and excellence in teaching generally.
- Experience of leading and managing a team.
- Experience of developing and implementing successful initiatives.

##### **Skills and Abilities**

- Excellent communication and interpersonal skills
- Strong leadership and management skills
- Ability to motivate and inspire others
- Ability to work effectively as part of a team
- Excellent organisational and time management skills
- Commitment to raising standards of achievement for all pupils

##### **Personal Qualities**

- Enthusiasm for the specialism area
- Passion for teaching and learning
- Commitment to the values of the Trust
- High expectations of self and others
- Ability to work under pressure
- Resilience and determination

##### **Others**

- Be prepared to travel to other schools and organisations as part of the Trust lead role.
- Be prepared to respond to external changes and developments.

This job description is to be carried out in accordance with Trust policies and the provisions of the employee contract.

Please note that Trust Leads do not operate in a time-bound manner and the provisions of working time attributable to teachers in the STPCD do not apply.

General Information:

Equality of Opportunity	<p>As a staff member of LEO Academy Trust you will-</p> <ul style="list-style-type: none"><li>• Take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.</li><li>• Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.</li></ul>
Confidentiality and Data Protection	<ul style="list-style-type: none"><li>• Treat all information acquired through employment, both formally and informally, in strict confidence.</li><li>• Be aware of the Trust's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li></ul>
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"><li>• Carry out any other duties as reasonably required.</li><li>• Participate in the ongoing development, implementation and monitoring of the school development plan.</li><li>• Attend regular meetings as required and make a positive contribution during meetings.</li></ul>
Child Protection	<ul style="list-style-type: none"><li>• Be aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.</li></ul>

Agreed by: .....

Date: .....

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO/COO to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description may be amended at any time after consultation with the post holder.