

Job title:	Teacher and English Leader
Whole school area of accountability:	Teaching and learning responsibility for English
Salary:	MPS/UPS, plus TLR2 (£3280 per year)
Responsible to:	Heads of School/Executive Headteacher
Responsible for:	Leading teaching and learning in English

Job Description

Main purpose of the job:

To provide strong professional leadership of English across the school in order to develop high quality teaching and learning and improved outcomes for all pupils.

Duties and responsibilities

In addition to carrying out the duties of a class teacher as outlined in the current School Teachers' Pay and Conditions Document, the post holder receives a TLR2c for the role of English Leader.

Specific subject responsibilities include:

Leadership and management

- Use extensive, up-to-date subject knowledge to lead English across the school, keeping abreast of developments in pedagogy and the curriculum.
- Lead improvements in planning and teaching of English and use of assessment in order to improve progress in learning and outcomes for pupils.
- Be a passionate and strong leader of English by working effectively with individual teachers in lessons and in their planning teams.
- Be an excellent teacher and a role model for the teaching of English.
- Coach and mentor other teachers in refining their teaching skills and use of resources and specific teaching strategies in English.
- Contribute to school improvement planning, including formulating, leading and evaluating on the implementation of a well-informed action plan for English.
- Manage a budget subject to meet priorities within English.
- With senior leaders, lead on the evaluation of English across the school: analysis of performance and progress data in English; and triangulate with observations and examination of learning in books.
- To lead training and planning for English, so that teaching confidence improves, including teaching assistants, and the quality of learning is strengthened.
- Liaise with external colleagues to gain advice and support where needed.
- With other senior leaders, monitor the impact of intervention programmes and lead on approaches to support able pupils.
- Ensure that teaching assistants are deployed effectively to support intervention programmes in English.
- Organise school events which inspire a strong engagement in English.

- Communicate with governors in order for them to examine and monitor the quality of learning in English.
- Communicate with parents in order for them to be well informed about English learning and are able to support their children's learning at home.
- Seek to gain further accreditation and development for your leadership skills.

Teaching, learning and assessment

- Oversee the planning of curriculum content, ensuring it is well sequenced to promote pupil progress.
- Ensure the planned curriculum is effectively and consistently implemented across the school.
- Demonstrate effective teaching strategies and promote high quality teaching of English across the school.
- Demonstrate effective use of assessment for learning in English lessons.
- Model efficient use of resources for learning in English.
- Work with other colleagues in lessons in order to develop their teaching and use of teaching assistants to support learning.
- Exemplify effective marking of learning in English.
- Work with teaching teams during planning, so that the sequences of teaching and use of resources support all pupils' learning in English.

Manage resources

- Be responsible for the organisation, planning and evaluation of English interventions and support beyond the classroom.
- Manage, monitor and accurately account for the English budget.
- Audit, evaluate and monitor the use of resources termly to ensure they are available, relevant, carried and diverse, and that they match pupil and curriculum needs.

Staff development

- Performance manage identified staff, if required.
- In English take a lead role in identifying group and/or individual training needs and provide support for colleagues, promoting a whole school approach.
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork.
- Ensure you keep up to date with current developments in English, attend relevant training courses and disseminate information as appropriate.
- Draw on other sources of expertise as necessary, for example, higher education, local authority, subject associations.
- Work with the SENCO and any other staff with special educational needs expertise, to make sure that education, health and care plans are used to set subject-specific targets and match work well to pupils' needs

Other

- Assist in the smooth running of the school at all times, including being responsible with the other TLR leaders for the school in the absence of the Executive Headteacher and Heads of School.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification

Criteria	Qualities	Essential/ Desirable
Qualifications and training	• Degree	E
	• Qualified teacher status	E
	• English qualifications and or specialisms relevant to this role	D
Experience	• Experience of subject leadership (English leadership is desirable) with demonstrable impact	E
	• Teaching experience across the whole primary phase	D
Skills and knowledge	• Expert knowledge of the National Curriculum	E
	• Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve	E
	• Awareness of local and national organisations that can provide support with delivering the subject	D
	• Ability to build effective working relationships with staff and other stakeholders	E
	• Ability to adapt teaching to meet pupils' needs	E
	• Ability to build effective working relationships with pupils	E
	• Knowledge of guidance and requirements around safeguarding children	E
	• Effective communication and interpersonal skills	E
	• Ability to communicate a vision and inspire others	E
Personal qualities	• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E
	• Uphold and promote the ethos and values of the school	E
	• Ability to work under pressure and prioritise effectively	E
	• Maintain confidentiality at all times	E
	• Commitment to safeguarding and equality	E

Signature (post holder) _____

Date: _____

Signature (Head of School) _____

Date: _____