|  |  |
| --- | --- |
| **School%20Logo4** | **ST. GEORGE’S C of E FOUNDATION SCHOOL**  **JOB DESCRIPTION** |

JOB TITLE: Lead Learner of English Language

GRADE: TLR 2b

Professional You are required to carry out the professional duties of a teacher other than a

Teaching Duties: Headteacher as described in the “School Teacher’s Pay and Conditions”.

ACCOUNTABLE TO: Director of English

JOB PURPOSE: To support and manage the curriculum within the English Department.

DISCLOSURE LEVEL: Enhanced, you are required to be fully committed to the safeguarding of the

pupils at the school.

DIRECTLY RESPONSIBLE

TO THE POSTHOLDER: Teachers of English

TEAM LEADER TO: N/A

(Appraisal)

**KEY ACCOUNTABILITIES:**

*All staff at St George’s C of E Foundation School are expected to actively support and promote the vision and values of the school including the Child Protection and safety procedures.*

Generic

* To keep abreast of government changes and new initiatives that affects the teaching and learning of English.
* To support and monitor Teaching and Learning within the department, including learning walks and book scrutiny.
* To lead and attend appropriate meetings and run appropriate training sessions.
* To lead subject meetings in the absence of the Director.
* To take minutes of subject meetings.
* Support new staff, NQTs, PGCEs and Teach First.
* To support the coordination of medium term plans to ensure they meet National Curriculum guidelines including Citizenship and PSHEE mapping.
* To check and amend all English aspects of the school website to ensure it is accurate and up to date.
* To adopt best value procedures when ordering resources needed within the subject and keep within the allocated budget

Specific

* To track and analyse pupil progress and write termly reports in English Language.
* To train and support staff with individual class analysis of English Language and drive the Future Outcomes Model.
* To coordinate all English Language intervention and to review its impact.
* To update the progress and achievement display boards termly.
* To be the Pixl Champion for English Language within the English department.
* To coordinate whole school Literacy initiatives and to work with the Literacy Liaison Team.
* To organise literacy intervention and assessments to review its impact
* To support and guide staff in the use of the most appropriate teaching and learning methods and resources to meet the literacy needs of all pupils.
* To develop links with Primary Schools and have knowledge and understanding of the English Curriculum through all Key Stages to specifically minimise the gap between year 6 and 7.
* To coordinate Level 4 Catch up in liaison with Assistant Headteacher including pupil analysis and termly reports.
* To oversee all English extra curricular activities including trips, competitions and speakers.
* To co-ordinate all Transition Events (including parent information, taster sessions and Open Evenings), develop links with Primary Schools and have knowledge and understanding of English curriculum throughout all key stages.
* To keep up to date on BRESIC in relation to English.

This Job Description is to be reviewed on an annually by the Post Holder and his/her Appraisal Team Leader.

July 2017

June 2018