**TIFFIN SCHOOL**

**JOB DESCRIPTION**

**TITLE OF POST: Subject Leader, English (2nd i/c English)**

**GRADE:** TLR2 point 2 currently £4,277

**ACCOUNTABLE TO:** The Head of English Faculty

**JOB PURPOSE:**

* To assist the Head of Faculty of English with the professional leadership and management of the English department
* To lead and develop the curriculum provision of the subject with the aim of ensuring that high standards of teaching and learning are upheld
* To lead and line manage staff within the subject
* To manage resources and finances
* To ensure that appropriate data is used by all subject members as a means of raising standards and aiming for excellence
* To ensure the highest standards are set in teaching and learning in the subject
* To promote English Literature and Language inside and outside the department
* Deputise for the Head of Faculty when necessary

**AREAS OF RESPONSIBILITY:**

In addition to the normal role of a classroom teacher, the 2nd in department has the following responsibilities, working in conjunction with the Head of Faculty:

**Leading the subject**

* To lead aspects of the subject and implement specific areas of departmental developments
* To support and encourage the development of all members of the English department and to seek professional development and training opportunities
* To encourage subject teachers to aim for excellence through rigour and consistency
* To promote ideas and sharing of good practice
* To support colleagues when managing behaviour
* To lead the supervision and support of Beginning Teachers and Newly Qualified Teachers, as appropriate, and to liaise with the Professional Tutor for Teaching
* Coach and mentor staff accountable to you and lead their performance management
* Play a role in appointment of staff in your department
* Represent Tiffin School at local and regional events where appropriate

**Managing the subject**

* To be accountable for subject resources and finances
* To ensure that centralised assessment records are regularly up-dated
* To be responsible for over-seeing that schemes of work are in place and followed
* To be responsible for the environment of the subject area
* To ensure that all deadlines are met
* To assist the Head of Faculty to ensure internal and external English exams run smoothly
* To organise enrichment trips and activities

**Monitoring and evaluating performance**

* To effectively monitor and evaluate aspects of teaching and learning in the subject and contribute to whole school self-evaluation
* To encourage effective practice in English
* To ensure the highest standards of teaching and learning in the subject
* To make effective use of data to improve student achievement
* To monitor homework and independent learning practices in the subject
* To ensure that AfL is grounded in the subject curriculum programme
* To monitor and track the progress of students, identifying underachieving students and implementing measure to support them
* To implement strategies celebrating student achievement

**PROFESSIONAL DUTIES:**

* As laid down in the current School Teachers’ Pay and Conditions document
* Undertaking other duties as may reasonably be expected
* Support the aims and ethos of the School

These responsibilities are subject to the general duties and responsibilities contained in the statement of contract.

This is a “job description” only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the post holder.