**Richard Lee Primary School: Job Description**

**TLR2b**

**English Leader**

Richard Lee Primary School has a senior leadership team comprising 4 members of staff:

Head Teacher, 1 Deputy Head Teacher

and 2 Assistant Head Teachers (maths and curriculum) and English Leader.

**Core Purpose:**

To provide significant strategic professional leadership and management of children, staff and resources to ensure continuous improvement, raising of standards and equality of opportunity for all children’s learning and development across the school. The English Leader will be the champion of literacy, securing high quality teaching, the development of effective learning and assessment strategies that provide exciting opportunities for all our pupils.

Class based but with one day a week assigned to support this role.

**Job Description**

In addition to those professional responsibilities which are required of all classroom teachers, the post-holder’s key responsibility will be working alongside the Headteacher, Deputy Headteacher and other members of the Senior Leadership team to provide vision and leadership for the school.

**Key Accountabilities**

1. **Leader in Learning and Teaching**

*We want you to bring your excellent teaching skills and enthusiasm for learning to Richard Lee and contribute to developing our pedagogy and practice.*

1.1 Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.

1.2 Work with the senior leadership team to raise standards through staff performance management.

1.3 Lead the development and delivery of training and support for staff.

1.4 Work in partnership with the senior leadership team in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented.

1.5 With the senior leadership team, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality.

1.6 Ensure through leading by example the active involvement of pupils and staff in their own learning.

1. **Membership of Senior Leadership Team**

*We look forward to the new perspectives, enthusiasms and drive that you could bring to our school and the opportunities this would give you to extend and develop your own leadership.*

2.1 To lead and contribute to staff meetings, leadership meetings, planning & assessment meetings, pupil progress reviews and other ad hoc meetings as may be relevant.

2.2 To support the vision, ethos and policies of the school and promote high levels of achievement.

2.3 To support the creation and implementation of the SDP, to produce, implement and termly review an action plan based on areas of responsibilities appropriately delegated from the SDP.

2.4 To contribute to the School Development & Self Evaluation Plan on whole school issues such as staffing, curriculum, teaching environment and resources and to monitor its implementation.

2.5 To support all staff in achieving the priorities and targets of the school, contributing to their CPD.

2.6 To support the implementation of the school’s policies, the evaluation of their effectiveness and to analyse their impact on raising standards.

2.7 Assist the senior leadership team in the day to day management, organisation and administration of the school.

2.8 Report to the Headteacher and Governing Body on relevant school improvement priorities and pupil outcomes/standards.

2.9 To keep up-to-date with new developments, guidance & standards relating to teaching standards, to undertake training and to attend courses necessary to support continuous professional self-development.

1. **Shaping the Future**

*We are a forward looking school and appreciate ideas and practices that can help our future growth and development; you would play a key part in shaping that future.*

3.1 In partnership with the Headteacher and governors, establish and implement an ambitious vision and ethos for the future of the school.

3.2 Play a leading role in the school improvement and school self-evaluation planning process.

3.3 In partnership with the Headteacher manage school resources.

3.5 Devise, implement and monitor action plans and other policy developments.

3.6 Lead by example to motivate and work with others.

3.7 In partnership with the Headteacher, lead by example when implementing and managing change initiatives.

3.8 Promote a culture of inclusion within the school community where all views are valued and taken into account.

1. **Developing Self and Others**

*Our Ofsted report recognised that we have a strong staff team at Richard Lee. We are learners ourselves and look forward to learning from and with you.*

4.1 Support the development of collaborative approaches to learning within the school and beyond.

4.2 Organise and support the induction of staff new to the school and those being trained within the school.

4.3 Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headteacher.

4.4 Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.

4.5 Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.

* 1. Lead the annual appraisal process for all identified support and teaching staff.

1. **Managing the Organisation**

*We want to ensure that our systems, processes and agreements support staff in being able to teach well so that our children learn well. Your contribution to developing this is important to our continual improvement.*

5.1 Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate.

5.2 Ensure the effective dissemination of information, the maintenance of and continuing improvements to agreed systems for internal communication.

5.3 Working with the Headteacher, undertaking key activities related to professional, personnel/HR issues.

5.4 In partnership with the Headteacher, manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability.

5.5 Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.

5.6 Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate.

1. **Securing Accountability**

*Together with you we want to ensure that children our children learn and make good progress and that they are safe, well provided for and happy in school.*

6.1 Working with the Headteacher, lead and support the staff and Governing Body in fulfilling their responsibilities with regard to the school’s performance and standards.

6.2 Promote and protect the health and safety welfare of pupils and staff.

6.3 As a member of the senior leadership team, take a lead role in promoting and safeguarding the welfare of children and young people within the school.

1. **Strengthening Community**

*We appreciate the proactive, positive mindsets and initiative of our staff in strengthening our community and look forward to the way you can contribute to that.*

7.1 Work with the Headteacher in developing policies and practice, which promote inclusion, equality and the extended services that the school offers.

7.2 Develop and maintain contact with all specialist support services as appropriate.

7.3 Promote the positive involvement of parents/carers in school life.

7.4 Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.

7.5 Strengthen partnership and community working.

7.6 Promote positive relationships and work with colleagues in other schools and external agencies.

1. **Specific Responsibilities**

*Your expertise, skills and enthusiasms as a leader and champion of English will significantly enhance a key area of learning at Richard Lee and ensure that our children develop strong literacy skills and capacities and enjoyment. It is an exciting and rewarding role and we look forward to you joining us.*

8.1 To lead on English across the school, ensuring children have a wide range of experiences and make at least expected progress.

8.2 To support staff in their subject knowledge and delivery of engaging lessons.

8.3 To lead on identifying and managing appropriate interventions for those children at risk of not meeting age related expectations, including staff training, monitoring and reporting on effectiveness.

The post holder’s duties must be carried out in compliance with the school’s policies and procedures including child protection procedures and the Council’s Equal Opportunities Policy, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.