**THE LEATHERSELLERS’ FEDERATION**

**Prendergast Vale School**

# LEAD TEACHER JOB DESCRIPTION

#### **Post title**

Lead Teacher – for a curriculum aspect of English

**Salary/Grade**

Classroom Teachers’ Main Scale plus TLR 2A

#### **Purpose of the job**

To provide professional leadership and management of a curriculum aspect of English, particularly within the English Faculty but also across the school. To secure high quality English, effective use of resources, and high standards of learning and achievement for all pupils.

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To assist the Headteacher in the overall management and development of the school.

### **Reporting to**

Director of Learning – English

## Responsible for

The teaching and development of the English curriculum, including teaching overseeing other specified personnel within the curriculum area.

**Liaising with**

Faculty Leader, Headship Team, Tutors and relevant staff with cross-school responsibilities, relevant support staff, LA representatives, external agencies and parents.

#### **Working time**

#### Full time as specified within the STPCD

**KEY FUNCTIONS**

* To raise standards of English, particularly within the English Faculty
* To ensure effective teaching of literacy, so that lessons are challenging and exciting, evaluating the quality of teaching and standards of pupils’ achievement, and setting targets for improvement
* To support with the assessment processes and practises with English.
* To identify and ensure curriculum compliance with appropriate examinations courses that meet the need of all pupils at KS4
* To provide all those with involvement in the teaching or support of English with the guidance, challenge, information and development.
* To establish and maintain policies and practices to promote positive pupil behaviour and achievement in English within the framework of the school policy of behaviour for learning.
* To identify appropriate resources for English and ensure that they are used efficiently, effectively and safely

**SPECIFIC RESPONSIBILITIES**

* ensure that teachers are clear about English objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to pupils
* provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils
* support colleagues in the English Faculty in dealing with educational issues, taking shared responsibility for planning, delivery, managing behaviour in related corridor areas, evaluation, and improvement
* lead the professional development of subject staff through example and support, and co-ordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education, LAs, subject associations
* ensure the effective and efficient management and organisation of learning resources within the English Faculty.
* ensure curriculum coverage, continuity and progression in English for all pupils, including those of high ability and those with special educational or linguistic needs
* take part in the school performance management policy, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraisee
* provide staff reference information as requested by the Headteacher
* organise curriculum meetings as appropriate, communicate information to staff and co-ordinate resulting action

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers Pay and Conditions Document.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.