



## **JOB DESCRIPTION**

### **SUBJECT LEADER – KS4 ENGLISH**

**POST TITLE & PAY SCALE:** Subject Leader – KS4 English  
MPR/UPS – TLR4

**LINE MANAGER:** Associate Assistant Headteacher

**POST HOLDER:**

#### **BOURNVILLE PURPOSE:**

Bournville is committed to providing a first class education to each and every student that attends the Academy. The values of mutual respect, high expectations and ensuring the progress of every individual in a safe and welcoming environment, is the underpinning ethos that every employed member of staff is expected to demonstrate. Professional Development and assistance to support up-to-date practice will be offered to all, ensuring staff have the ability to effectively deal with the changing landscape of education and ensure that we continue to meet the Teachers' Standards that are set out.

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

#### **CORE DUTIES SPECIFIC TO THIS POST:**

**The Subject Leader will, under the direction of the Associate Assistant Headteacher:**

- Be responsible to the Associate Assistant Headteacher for ensuring the effective co-ordination of all aspects of teaching;
- Effectively lead the learning and teaching of KS4 in English;
- Contribute to the monitoring of standards of performance of learning and teaching;
- To ensure provision of high quality, challenging Schemes of Learning for students in the Key Stages 4, which ensures student progress;
- Drive for continuous improvement of results;
- Develop and enhance the teaching practice of others;
- Plan for, develop and lead the effective use of resources within the curriculum area;
- Be responsible for the management and organisation of exam entries, homework, controlled assessments, data input for student progress, internal examinations, moderation and teacher assessment;
- Arrange cover work as appropriate;
- Be responsible for alternative curriculum provision;
- Ensure that homework is set in line with the Academy's policy;
- Implement and manage intervention activities for students;
- Promote and lead extra-curricular activities to enhance the provision for all students.

#### **THE MANAGEMENT OF STAFF:**

- To be responsible for the line management and performance management of teachers;
- To contribute to good leadership and management practice by ensuring positive staff participation, effective communication and procedures;
- To participate in arrangements for the appraisal of the performance of teaching staff;
- The provision of professional advice and support and the identification of training needs.



#### **CLASS TEACHER RESPONSIBILITIES:**

- To undertake such duties as their respective Associate Assistant Headteacher or Line Manager may determine as reasonably falling within the role;
- To undertake whole Academy duties as may be reasonably determined by the Head Teacher;
- To carry out the duties of a teacher as set out in the current Teachers' Standards Document;
- To develop students' Literacy and Numeracy skills within a specialist subject area;
- To differentiate each learning task to ensure all learners within a group make progress in every lesson, liaising with Learning Support Assistants as necessary;
- To regularly assess students work, give appropriate feedback (formative and summative) and use student data to plan differentiated tasks in lessons and homework;
- Ensure every student knows their progress and understands the steps required to achieve the next stage in their progress and attainment;
- To be an exemplary role model in terms of dress, punctuality and attendance;
- To attend and participate in Parent and Open Evenings as required;
- To uphold the Academy's Behaviour Policy and Uniform Code;
- To participate in staff training, INSET and Professional Development opportunities;
- Ensure that the learning environment is attractive, tidy, safe and conducive to student learning;
- To adhere to the Academy policies regarding Health and Safety, ICT usage and educational visits/trips;
- To provide cover for staff in line with the 'Rarely Cover Agreement'.

Teachers in the Upper Pay Scale will be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards. In particular, teachers at UPS 3 will:

- Provide a role model for professional practice in the school;
- Make a distinctive contribution compared with other less experienced teachers;
- Contribute effectively to the wider team.

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Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_