



Lead Teacher for English

Salary : TLR 2B

Responsible to: The Assistant Principal

Purpose

- To be responsible for the leadership and management of the Secondary English department, providing a vision and sense of purpose
- To play a full role in the development of teaching and learning within the English department
- To be an exemplary role model in the delivery of English teaching and to possess teaching skills which lead to excellent outcomes
- To develop the English Curriculum in the Secondary sector of the school including KS3 and GCSE
- To hold management responsibility for teaching and support staff working within the subject team, creating a positive culture in which the whole department strives to succeed
- To be an enthusiastic and dynamic role-model with a passion for English
- To have high expectations and aspirations for all students
- To have high expectations and aspirations for staff within the English department
- To be accountable for student progress and attainment within the subject area and to monitor and support student progress in order to achieve excellent outcomes
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to efficiently support the delivery of the curriculum
- Liaising and working collaboratively with the SLT, other Lead Teachers, Student Support Services and parents
- To work in collaboration with the Primary colleagues to ensure consistency and progression in English across the whole school

Professional Duties:

Delivery

- Undertake day-to day management, operation and control of provision within the subject area
- Undertake the duties and responsibilities of a classroom teacher
- Ensure appropriate schemes of work are in place: that they are reviewed and revised annually and made available to all team members
- Ensure a comprehensive subject handbook is in place; that it is reviewed and revised annually and that it is made available to all team members
- Ensure robust structures and systems are in place to enable effective monitoring of student progress on an individual or group basis
- Ensure effective management and deployment of financial, physical and human resources within the department
- Ensure the subject team's teaching and support commitments are effectively timetabled and roomed, in liaison with the person responsible for constructing the whole school timetable
- Ensure systems are in place for effective communication and consultation with staff, students and parents
- Represent the subject team at appropriate meetings (e.g. Curriculum Network meetings)
- Attend monthly line management meetings with the linked SLT member, having undertaken appropriate activities in preparation.
- Ensure appropriate arrangements are in place to cover for absent staff, including setting appropriate cover work if necessary
- Participate in the recruitment process for staff to join the subject team
- Provide Governors with relevant information relating to subject performance and development.
- Hold regular team meetings with teaching and learning as a standard agenda item; provide notes of meetings to all members of the subject team, to the linked SLT member and to the Principal
- Lead the delivery of revision, coursework, catch-up and enrichment programmes as appropriate

Quality Assurance

- Ensure appropriate departmental monitoring activities are undertaken through lesson observations, learning walks and “drop ins” and through teachers' planning
- Conduct scrutiny of students' work, including homework, marking, feedback and assessment
- Through monitoring of assessment data, ensure appropriate targets for progress and attainment are set; that attainment is appropriate for specific groups of students, particularly SEN, pupil premium and more able
- Identify areas of actual or potential under-achievement and implement appropriate intervention strategies to address these
- Undertake formal performance management/appraisal reviews of members of the subject team in accordance with the appraisal policy
- Establish effective and efficient working practices to support the development of increasingly effective teaching and learning within the team
- Promote collaboration and teamwork within the subject team and motivate staff to ensure effective working relationships and sharing of good practice
- Ensure quality assurance processes and practices meet the requirements of self-evaluation and improvement planning
- Ensure clear understanding within the team through effective team meetings and other communications
- Ensure behaviour management policies and procedures are implemented to enable effective learning to take place

Teaching and Learning

- Teach consistently good or better lessons in order to act as a positive role model for the subject teaching team
- Develop and enhance the teaching practices of others through provision of appropriate support and guidance
- Ensure appropriate and effective induction of teaching and support staff new to the subject team
- Ensure appropriate measures are in place to coach, mentor, support and guide newly qualified teachers, graduate trainees and initial teacher training students
- Ensure issues identified through the quality assurance and performance management processes are effectively addressed for all team members, including participation in formal procedures where appropriate
- Monitor and support the overall progress and development of students within the subject area, ensuring appropriate mentoring is undertaken as necessary

Subject Development

- Lead curriculum development for the subject area, with regular reviews of curriculum effectiveness
- Work with colleagues to formulate aims, objectives and strategic plans for the subject area, with appropriate regard for whole school improvement priorities
- Ensure the departmental review and the subject improvement plan are completed annually and reviewed at least once each term
- Identify development needs for all teachers within the subject team
- develop plans to ensure needs are appropriately addressed from within the team, or elsewhere by liaison with the Vice Principal, Secondary
- Keep up-to-date with current developments affecting teaching and learning across the subject; lead discussion and debate within the subject team; ensure appropriate subject developments are incorporated into the planning process
- Contribute to the whole school professional development programme as appropriate.
- Actively pursue ways to improve student outcomes in the subject

General

- Play a full part in the life of the school community; support the school's priorities and ethos and encourage staff and students to follow this example
- Teach consistently good or better lessons in order to act as a positive role model for other staff
- Implement the school behavior policy and support staff and students with a consistent approach to behavior expectations
- Undertake personal professional development activities, as agreed with the Principal
- Attend all parental consultation evenings, open evenings and celebration evenings as per the school calendar
- Undertake the role and responsibilities of a community group leader for an identified group of students
- Undertake duties as per the published rota and act as a Duty Team Leader if so requested
- Undertake a reasonable share of cover lessons in accordance with the cover policy
- Undertake any other responsibilities as reasonably requested by the Principal