



JOB DESCRIPTION – ENGLISH SUBJECT LEADER

Responsible to: the Headteacher

Core Purpose

- To be accountable for the standards of teaching and learning and pupil progress in English throughout the school.
- To lead, manage and develop English throughout the school.
- To exercise professional skills and judgement.
- To impact on the educational progress of all pupils in the school.
- To lead, develop and enhance the classroom practice of teaching staff and teaching assistants.

Strategic Development

- Take responsibility for the development and implementation of the whole school policy for English.
- Use national, local and school data to monitor standards of achievement across the school in English.
- Monitor the progress made towards achieving targets and areas for improvement and use this information to identify future developments and create action plans.
- Collaborate with staff on short, medium and long term planning to develop English in relation to:
 - resources
 - continuous professional development of staff
 - the aims of the school, including its policies and practices
 - setting challenging targets for improvement
 - managing strategic development across identified areas of the curriculum.

Teaching and Learning

- Plan and monitor coverage, continuity and progression in all aspects of English throughout the school.
- Ensure that teachers are clear about learning objectives, understand the sequence of teaching and learning in all subjects and communicate this to the children.
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils.
- Ensure teachers adhere to the school's practices for assessing, recording and reporting on pupil achievement in line with school policy.
- Evaluate the teaching and learning of all aspects of English in the school through monitoring activities including:
 - lesson observations
 - work and planning scrutiny
 - learning walks
 - pupil discussions

- analysis of results and assessment data
- attending planning meetings
- leading staff training
- informal discussions

and use this analysis to identify effective practice and areas for improvement and, in conjunction with the Senior Leadership Team, act to further improve the quality of teaching and learning across the school.

Leading and Managing Staff

- Be a positive role model and adhere to all policies and guidance.
- Lead professional development of the teaching staff and teaching assistants through example, support and liaison with the Senior Leadership Team.
- Ensure trainee, newly qualified and staff new to the school receive appropriate support for teaching and learning.
- Provide expert advice on all aspects of English – including reading, writing, phonics, grammar, spelling and handwriting.
- Ensure teachers provide data required by the Local Authority and DfE and ensure it is submitted on time in the correct manner.

Effective and Efficient Deployment of Staff and Resources

- Audit, order and distribute resources to meet the objectives of the school.
- Ensure the effective and efficient management of learning resources for English – including maintaining a curriculum budget.
- Support teachers in ensuring classrooms and communal areas are stimulating, literacy-rich learning environments.

Other Professional Requirements

- Establish and maintain effective working relationships with professional colleagues and other subject leaders to develop cross curricular links and creative approaches to learning.
- Establish effective relationships with parents/carers and inform them of developments and practices relating to the teaching and learning of English.
- Participate in meetings with professional colleagues and parents/carers in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.
- Play a full part in the life of the school community, to support the Headteacher's vision and ethos and encourage staff and pupils to follow this example.
- Undertake any other duty as specified by Headteacher not mentioned in the above.

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