

**Deputy Subject Leader: English**

**Job Description**

**Responsibilities:**

**Teaching and Learning**

* Plan, prepare and deliver outstanding lessons to provide students with the opportunity to achieve their potential.
* Ensure that lessons are engaging and stimulating taking into account individual needs of the students.
* Manage, develop and share resources to enhance teaching of English including the development and selection of suitably differentiated materials for different student groupings.
* To ensure that a variety of teaching styles and methods are used throughout the department and are explicit in Schemes of Learning.

To be responsible for leading relevant and appropriate curriculum planning incorporating whole school policies

* Prepare lesson plans and schemes of work as agreed with the Subject Leader of English.
* Ensure the Behaviour Management Policy is successfully implemented in the department so that effective learning can take place both in classrooms and the department areas.

**Data and Student Progress Tracking**

* To ensure that students’ progress is assessed in line with the school’s assessment policy and that the students receive high quality assessment feedback through book marking and assessment in lessons.
* To help implement and monitor the assessment work in the key stage area of responsibility including producing self-evaluation reports for the key stage and support action plans when teacher’s assessment falls below the required standard
* To track student progress through data analysis, focusing on low-mid-high attaining students and pupils subject to pupil catch up and pupil premium,
* To make use of data to set targets for individual students, ensuring pupils and teachers understand the targets which have been set for them
* To regularly analyse and evaluate data to ensure that each cohort is on track towards targets set and identify intervention strategies to support progress.
* To oversee reporting to parents on student achievement in the given department.
* To implement and monitor the application of the school’s homework policy within the department and to ensure that homework is regularly set and marked providing the students’ with high quality feedback.

**Other responsibilities**

* To follow the school’s policy in respect of safeguarding and child protection and ensure the health and safety of the students.
* To play a full part in the life of the school community, to support its distinctive Church of England vision and ethos
* Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enrichment.
* To encourage and take responsibility for the learning environment by overseeing visual materials and classroom / school display.

Whilst every effort has been taken to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary and reasonable, adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

**Person Specification**

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| 1. **Qualifications** | * Degree in relevant subject * QTS. |
| 1. **Experience** | * Experience of delivering outstanding outcomes through own teaching and working with others |
| 1. **Skills and knowledge** | * Excellent professional knowledge and understanding, including of recent developments in the curriculum, and of a range of pedagogical approaches to raise attainment * A thorough knowledge of the National Curriculum for English * Understand the importance of emotional intelligence in managing oneself and others and an ability to maintain professional integrity even when under pressure * Understanding of the needs of students in a diverse school population. * Effective communication, good time management, ability to prioritise and problem solve * knowledge and understanding of monitoring and evaluation procedures |
| 1. **Abilities** | * Ability to deliver outstanding lessons proven by a track record of being rated consistently good or outstanding for lesson observations and book checks * An ability to administer departmental resources etc. |
| 1. **Qualities** | * Strong ongoing commitment to developing your own knowledge skills and understanding as an educator * Commitment to achieving the highest possible results for all students. |