



**ST. MARTIN'S**  
CE Primary School

# St Martin's C.E. Primary School

## Job Description

### English Leader

Post Title:	English Leader
Responsible to:	Head of School
Pay Spine Terms and Conditions	MPS + TLR 2a Teacher's Pay and Conditions Full/Part time
1. Key Areas of Responsibility	<p>The main focus of this post relates to providing leadership and management for English to secure:</p> <p><b>Core Tasks:</b></p> <ol style="list-style-type: none"><li>1. High quality teaching and learning in English</li><li>2. Effective use of resources</li><li>3. Improved standards of learning and achievement for all</li><li>4. To teach an assigned class/group of pupils</li></ol>
2. Strategic direction	<p><b>Core tasks:</b></p> <p>To work with the Head of School to:</p> <ul style="list-style-type: none"><li>• Develop and implement policies and practices for English reflect our school's commitment to high achievement, effective teaching and learning</li><li>• Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it</li><li>• Establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life</li><li>• Use data effectively to identify pupils who are underachieving in the subject, and create and implement effective plans to support those pupils where necessary</li><li>• Analyse and interpret relevant national, local and school data, as well as research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods</li><li>• With the involvement of relevant staff, establish short, medium and long term plans for the development and resourcing of the subject</li><li>• Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement</li><li>• Ensure the Read Write Inc programme is fully implemented to raise standards in reading and writing</li></ul>
3. Leading teaching and learning	<p><b>Core tasks:</b></p> <p>To work with the Head of School to:</p> <ul style="list-style-type: none"><li>• Ensure curriculum coverage, continuity and progression in the subject for all pupils, including more able pupils, pupils with special educational needs and pupils with English as an additional language</li><li>• Make sure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to pupils</li><li>• Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils</li><li>• Ensure effective development of pupils' literacy, numeracy and IT skills through the subject</li><li>• Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement, set targets, and secure good progress</li><li>• Set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching</li><li>• Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching</li><li>• Ensure effective development of pupils' individual and collaborative study skills</li><li>• Work with staff to establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets</li><li>• Develop effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop pupils' wider understanding</li><li>• Lead the regular assessment of Read Write Inc to ensure pupils are in the correct group to make progress and organise one-to-one tutoring for pupils where necessary</li></ul>

<p><b>4. Leading and managing staff and resources</b></p>	<ul style="list-style-type: none"> <li>• Help staff to achieve constructive working relationships with pupils and parents</li> <li>• Establish clear expectations and constructive working relationships among staff involved with the subject, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate</li> <li>• Sustain your own motivation and, where possible, that of other staff involved in the subject</li> <li>• Appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s)</li> <li>• Audit training needs of subject staff</li> <li>• Lead 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, local authority, subject associations</li> <li>• Make sure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed</li> <li>• Enable teachers to achieve expertise in their subject teaching</li> <li>• Work with the SENCO and any other staff with special educational needs expertise, to make sure that education, health and care plans are used to set subject-specific targets and match work well to pupils' needs</li> <li>• Make sure that the headteacher, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans</li> <li>• Monitor the delivering of Read Write Inc programme and coach teachers to ensure they are confidently and consistently teaching sessions</li> <li>• Establish staff and resource needs for the subject and advise the headteacher and senior managers of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money</li> <li>• Deploy, or advise the Head of School on the deployment of staff involved in the subject to make sure the best use of subject, technical and other expertise</li> <li>• Make sure the effective and efficient management and organisation of learning resources, including ICT</li> <li>• Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school</li> <li>• Use space to create an effective and stimulating environment for the teaching and learning of English including the library</li> <li>• Make sure that there is a safe working and learning environment in which risks are properly assessed</li> </ul>
<p><b>Professional Development</b></p>	<p>The post holder will be expected to take part in extensive professional development alongside the school's CPD programme. This should include:</p> <ol style="list-style-type: none"> <li>1. How to become an outstanding leader of learning</li> <li>2. Ability to support and challenge and hold staff to account</li> <li>3. Ability to measure effectiveness and set priorities</li> </ol>

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## Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous INSET and commitment to further professional development</li> <li>• Attendance of NCSL relevant courses to develop leadership skills</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Minimum of three years experience of teaching at Primary School level as a qualified teacher at the time of application</li> <li>• Successful leadership of a core curriculum area</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching across the whole Primary age range;</li> <li>• Supporting teaching to improve quality of teaching and learning</li> <li>• Experience as a member of a Senior Leadership team</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Pupils educational development;</li> <li>• A thorough knowledge and understanding of standards that pupils need to achieve by the end of the key stage</li> <li>• The planning and preparation of children's' learning</li> <li>• The monitoring, assessment, recording and reporting of children's progress;</li> <li>• Effective teaching and learning styles.</li> <li>• Expert knowledge of the National Curriculum, particularly the English curriculum</li> <li>• Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve</li> </ul>	<ul style="list-style-type: none"> <li>• Leading learning across the school</li> <li>• Trained in Read Write Inc programme</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to prioritise and work 'smartly' and be well organised</li> <li>• Communicate high expectations through challenging targets</li> <li>• Promote the school's aims positively, and use effective strategies to monitor motivation and morale;</li> <li>• Develop good personal relationships within a team;</li> <li>• Establish and develop close relationships with parents, governors and the community;</li> <li>• Communicate effectively (both orally and in writing) to a variety of audiences;</li> <li>• Create a happy, challenging and effective learning environment;</li> <li>• Work as part of a team and as a team leader;</li> <li>• Act as a good role for all the Trust;</li> <li>• Confident in using ICT.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven success in motivating a team</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• Uphold and promote the ethos and values of the school</li> <li>• Approachable</li> <li>• Warmth of character</li> <li>• Enthusiasm and energy</li> <li>• Committed and willing to succeed</li> <li>• The ability to communicate at all levels</li> <li>• Positive approach to working with children</li> <li>• Empathetic</li> <li>• Organised and flexible</li> <li>• Patient</li> <li>• Resourceful</li> <li>• Resilient</li> </ul>	