

THE HOLLINS JOB DESCRIPTION

JOB TITLE	Subject Leader English
GRADE	TLR 1.2 (£10,732)
RESPONSIBLE TO:	Headteacher/SLT Link
JOB PURPOSE:	The main objectives to be achieved by the post holder
<ol style="list-style-type: none"> 1. To be responsible for the leadership of the English Department. 2. To be accountable to an SLT Line Manager for the progress and attainment of pupils in English. 3. To be accountable for the work of the Assistant Subject Leader. 	
<p>Specific Duties</p> <ul style="list-style-type: none"> • To fulfil the expected role of a main scale teacher. • To support the whole-school ethos of maximising staff development within the department. • To be accountable for the quality of teaching and learning within the department. • To identify underachieving pupils and develop strategies to help them achieve their potential. • To be responsible for the development of the English curriculum at KS3 and KS4. • To be responsible for the English examination and assessments in line with the school's assessment calendar. • To act as appraisal line manager for agreed members of staff. • To attend Curriculum Leader meetings and others as appropriate. • Where appropriate, to manage mentoring of ITT students. • To manage the departmental budget effectively, ensuring value for money. • Where appropriate, to manage the support and guidance of work placement students and volunteers within the department. • To facilitate the provision of extra-curricular opportunities to meet the needs of all groups of pupils. • To line manage the LRC (Learning Resource Centre). 	

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Post holders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Signed.....

Print Name.....

Date.....