



Job description

Lead Practitioner - English

Name:

Position: Lead Practitioner – English

School: Woodfield Academy

Salary Grade: LP2-LP6

Hours: Full time

Reporting to:

MAIN PURPOSE OF THE POST

Job Purpose:

- To lead the English teaching team in achieving high quality teaching, effective use of resources and the highest standards of learning, progress and attainment for all learners in KS3.
- To work as part of the senior teaching and curriculum team, meeting weekly with the DHT and Lead Practitioners for Maths and Science to shape the whole school curriculum development.
- To contribute to consistency of approach in teaching and learning across the school.
- To work collaboratively with the KS2 phase leader to ensure curriculum coherence and smooth transition for learners entering KS3.
- To help create and implement effective strategies to maintain and improve the teaching of English and improve the progress and attainment for all learners in KS3.
- To communicate with English leads from across the Bordesley MAT to encourage English to be at the leading edge of staff development and learner outcomes.
- Further ensuring our learners are 'High School Ready' and working with BMAT colleagues to make sure the curriculum prepares learners for the final stages of KS3 and into KS4.
- To promote the vision, values and ethos of the Academy
- Attend training and prepare teachers and pupils for the new national Year 8 Reading assessments starting in 2027

Duties and Responsibilities

STRATEGIC LEADERSHIP:

- To advise the Senior Leadership Team on the strategic developments and provision with regards to raising standards in English across KS3.
- To work closely with the SENDCO to ensure inclusive access to the English curriculum.
- To work closely with the KS2 phase leader to ensure coherence and progression in the English curriculum from primary through to secondary, creating seamless transitions for learners.
- Lead the strategic implementation of digital platforms across KS3 to enhance writing and reading progress, particularly in preparation for national Year 8 reading assessments.
- To provide reports for Senior Leadership and governors as required.
- To be responsible for contributing to effective school self-evaluation system and processes and the school improvement plan.

- To ensure the English curriculum is designed to deliver a high-quality KS3 curriculum that enables our learners to develop their skills and knowledge through rich learning experiences.
- To support the school ethos, playing a full part in Academy life; to be a positive role model.
- To monitor and respond to curriculum initiatives at national, regional and local levels.
- To support existing networks, liaising with other schools in the Academy's own pyramid and to collaborate with other schools as appropriate.
- To assist the Senior Leadership Team in setting appropriate priorities for expenditure and allocation of funds to ensure effective resources for English in KS3.
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve learners' achievements in English across KS3, ensuring efficiency and securing value for money across the Academy.
- To actively engage in the EEF disadvantaged reading research project which started in September 2024.

DAY-TO-DAY LEADERSHIP:

- Play a significant role in making explicit to staff, learners, parents and the wider community the Academy's high expectations relating to English for all KS3 learners.
- Ensure that resources are dedicated to ensuring the highest standards of achievement in English for all KS3 learners.
- Monitor teacher and learner performance in the English department at KS3 level.
- In partnership with the SLT and other Senior Teachers, produce findings, reports and recommendations for the Headteacher and governors.
- Lead regular English Department meetings, ensuring equality of opportunity for all staff to contribute, and to report back to the Senior Leadership Team.
- Motivate, monitor and support the English Department to carry out roles to the highest standards.
- Contribute to the professional development of staff through example, induction, mentoring and leading INSET training where appropriate and relevant.
- Contribute to ensuring reading is a high priority for learners, across the curriculum, working closely with the school librarian and KS2 phase leader.
- Develop strategies for extended writing across the curriculum and implement these.
- Develop strategies for opportunities for oracy across the curriculum and implement these.

TEACHING & LEARNING:

- Carry out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions document and the Teachers' Standards Framework.
- Act as a role model by providing inspirational and creative teaching which secures high standards of learning, behaviour and motivation in KS3.
- Lead the embedding of digital platforms across KS3 to drive progress in both writing and reading, ensuring these tools enhance learning outcomes and prepare learners effectively.
- Implement the curriculum and its assessment; monitor and evaluate practice in order to identify and act on areas for improvement.
- Be a lead practitioner and mentor and coach teachers in the English department and more widely across the school.

MONITORING, ASSESSMENT, TRACKING & PLANNING:

- To be responsible for the development of materials and support strategies to prepare KS3 learners for internal and external tests, liaising with the SLT, KS2 Phase Leader and other Lead Practitioners.
- To drive improved outcomes in KS3 reading and writing, with strategic focus on preparing learners for the national Year 8 reading assessments through effective use of digital platforms and targeted interventions.
- To monitor all intervention groups and analyse QLA from Pixl testing, leading to learners' accelerated progress.

- To lead on the setting, administration and marking of Academy assessments when necessary.
- Ensure that planning, assessment, target setting, recording and reporting systems are implemented throughout KS3 in line with policy.
- Provide feedback to teachers and disseminate examples of excellent planning and teaching.
- Organise and lead meetings with staff to ensure continuity and progression of learners' is maintained across KS3.
- Monitor standards relating to English in KS3, analysing data from school tracking systems and use this information to action required support – including setting targets for continuous improvement.
- To liaise with classroom teachers concerning the needs and progress of individual KS3 learners and to provide advice as appropriate about teaching strategies to assist particular learners.
- To use data generated by Academy assessments effectively to inform teaching and learner progress in KS3.

COMMUNICATION:

- Actively seek opportunities to develop effective relationships with partner schools and the wider educational community to extend the curriculum and enhance teaching and learning across KS3.
- Create and maintain effective partnerships with all stakeholders to support and improve learners' achievement in English at KS3.
- Ensure that parents and learners are well-informed about all relevant matters.
- Lead information meetings for parents and contribute to governor meetings on any relevant English issues when appropriate.

PROFESSIONAL KNOWLEDGE AND AWARENESS:

- To maintain a thorough and up to date knowledge and understanding of current educational, English issues and of the Academy's curriculum and policies, particularly relating to KS3.
- To participate in INSET provided by the Academy and where appropriate to lead INSET on Teaching, Learning, Curriculum or Key Stage issues.
- To set realistic, measurable and achievable personal targets as part of appraisal in consultation with the Headteacher.
- To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal.
- To keep records of INSET attended.

MAIN RESPONSIBILITIES AND TASKS

OTHER RESPONSIBILITIES

In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work at the school will include the following.

Other Duties

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake such other duties/training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the Academy's Health & Safety Policy

Personal and Professional Conduct

- To play a positive role in the life of the school community;
- To maintain a high standard of discipline, appearance, punctuality and commitment in all Pupils;
- To promote parental and community involvement in the life and work of the school;
- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.
- Safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Contacts

In all contacts the post holder will be required to present a good image of the school in line with its ethos and values, deal with people in a professional manner, and maintain constructive relationships.

Internal: Staff colleagues
Pupils

External: Parents
External agencies

EQUAL OPPORTUNITIES

Promote equal opportunities in all aspects of responsibility according to the school’s aims and objectives.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School’s Equal Opportunities Policy

NOTES:

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

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

This job description will be reviewed annually as part of staff appraisal.

Date issued:

Signed:

Employer name: