

Job Title: **Subject Leader: English (KS 3 - 5)**

Core Purpose:

- To lead, manage, oversee, develop, quality assure and be accountable for the provision of English for Years 7-13 students in order to:
 - Ensure high standards of academic achievement in line with expectations and agreed targets;
 - Ensure high standards of behaviour, uniform, work ethic and students' positive contribution to the life of the school and wider community.
 - Ensure appropriate guidance and support to Years 7-13 students so that they can meet their full potential and are prepared for the next stage of their education.
- Have a secure and up-to-date knowledge and understanding of the subject.
- Have an informed vision for the subject and ensure progression with subject meeting action points and the subject improvement plan.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying within the subject area, in accordance with the aims and curriculum policy of the school.
- Provide effective leadership, management and support to enhance the teaching of other staff who teach English.
- Develop and implement policies and practices for the subject that reflects the school's commitment to effective teaching, learning and assessment for learning.
- Create a climate which enables other staff to develop and maintain positive attitudes towards the subject and confidence in teaching it and allows students to have a positive attitude to learning the subject.
- Have a secure on-going knowledge of, and be accountable for, the academic progress and achievement of all students in English in Years 7-13.
- Communicate effectively with English subject teachers and other Years 7-13 tutors, teachers, senior management and parents in relation to student progress and achievement in English.
- Effectively manage and deploy teaching/support staff, financial and physical resources within the subject area.

Responsible to: Head of Secondary

Time Allocation: Time will be allocated in order to ensure the duties/responsibilities of the position can be implemented.

Stipend: \$6,000 in addition to salary/other allowances.

Subject Leader Requirements

The following are the key requirements of a subject leader:

1. Supporting the Catholic Life of the School

- Model the Catholic ethos of the school through actions and relationships.

2. Strategic Planning

- Establish and oversee, with the involvement of relevant staff, a subject improvement plan for the development and resourcing of the subject which:
 - Contribute to whole-school aims, policies and practices.
 - Reflect an audit of existing practice, the subject self-evaluation, any assessment/examination data and feedback following an inspection.
 - Identify realistic and challenging targets for improvement.
 - Are understood by all those involved in putting the plans into practice.
 - Are clear about action to be taken, timelines and criteria for success.

3. Student Achievement

- Present analysis of internal/external examination performance/ targets for cohort/individual achievement to senior management/other relevant staff in meetings at the start of the school year and at appropriate times during the year.
- Review and evaluate the most recent school/external assessment data, as well as other relevant information, in relation to expected, target and actual achievement for individual students and the cohort.
- Actively follow up on student underachievement and ensure it is addressed with subject teachers and at subject meetings.
- Identify, oversee and ensure the implementation of strategies by subject staff to address underachievement by students in relation to target grades.
- Follow up with staff, parents any other relevant stakeholders in cases of concerns surrounding student progress and achievement.

4. Curriculum

- Be accountable for the development and delivery of the subject.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying within the subject area, in accordance with the aims and curriculum policy of the school.
- Lead curriculum development in the subject, where required through being up to date with national/international curriculum developments in the subject, as well as effective liaison with other subject leaders/coordinator in the Primary School.
- Ensure schemes of work are completed, up-to-date, used and reflect the ongoing practice and development of the subject.
- Ensure the participation of staff and students in subject-related extra-curricular competitions and events, both locally and internationally.
- Liaise with the Head of Secondary and Timetable Coordinator in respect of the curriculum, timetable and staffing needs of the subject.
- Liaise with the Examination Secretary in relation to student entries for internal and external examinations and to ensure due diligence in relation to following the correct examination syllabus/meeting the subject requirements of the examination board.

5. Assessment

- Establish and implement clear policies and practices for assessing, recording and reporting on student work.
- Ensure the marking of student work, assessments and reports are carried out in accordance with school policy by subject staff.
- Use baseline, assessment and external examination data, as well as other relevant information, to propose set placement and ensure that students are placed in appropriate sets in accordance with the school's policy on setting.
- Mark (or delegate to subject staff as appropriate) agreed admission tests to ensure the reliable assessment of new student applications. Include relevant scores and notes on the test to the Head of Secondary/Head of Year so as to inform the appropriate year group/setting in English.
- Ensure all subject assessments are regular, thorough, moderated and accurate.
- Ensure accurate on-going attainment records are kept/available within the subject/department.

6. Quality of Teaching and Learning

- Have a secure knowledge and understanding of excellent practice in teaching, learning and the effective use of assessment to improve learning
- Model excellent practice in the classroom which includes a variety of teaching methods which stimulates learning appropriate to student needs and the demands of the syllabus.
- Ensure the sharing of good practice within the subject and conduct lesson observations/learning walks in accordance with school policy.

- Ensure appropriate liaison between subject teachers and Student Support staff in planning teaching and learning for students with IEPs or who require in-class learning support.
- Ensure a stimulating learning environment is reflected through classroom displays.

7. Monitoring and Evaluating

- Monitor the standards of written/other work and achievement of students' work in all classes across the subject area to ensure consistency of marking, feedback and the assessment of student work in accordance with school policy.
- Monitor the performance of students in external examinations and internal assessments. Implement strategies to improve attainment across the subject as required.
- Monitor the progress made with subject meeting action points, subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement. To this effect provide the Head of Secondary with a written evaluation and draft improvement subject plan, when required.
- Evaluate the teaching and learning of the subject in the school, use this analysis to identify effective practice and areas for improvement and take action to further improve the quality of teaching and learning.
- Attend meetings with the Head of Secondary to discuss the ongoing development of the subject.

8. Managing Own Performance and Development

- Be an excellent and enthusiastic role model, exemplifying a high standard of teaching and professionalism at all times, and promoting high expectations for all members of the English department.
- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, extracurricular activities, subject leadership and management and involvement in school development alongside the need for meeting deadlines.
- Ability to work hard with competing deadlines, prioritising appropriately, and maintaining a positive disposition.
- Delegate tasks as appropriate to subject staff to assist with own time management.
- Demonstrate a commitment to and a willingness to engage in various types of continued professional development.
- Participate in appropriate professional development in accordance with the school's professional development policy and budget constraints.

9. Managing and Developing Staff

- Lead productive subject meetings as scheduled on the school year calendar and ensure the dissemination of meeting notes/action points in a timely manner to subject/relevant staff and senior leadership.
- Demonstrate the importance of team work and a collaborative approach.
- Build positive and supportive working relations with subject/all staff.
- Develop and mentor subject staff, including those with additional subject responsibilities.
- Lead professional development through example and support, and co-ordinate the provision of high-quality professional development within the subject, drawing on other sources of expertise as necessary.
- Take responsibility for identifying the professional development needs of all who teach the subject. Liaise with Senior Management in respect of those needs.

10. Relations with Wider Community

- Oversee and ensure involvement of St. Ignatius Catholic School in community initiatives related to the subject.
- Represent the school at external meetings related to the subject.
- Lead and be involved in promoting intra-mural and extra-curricular activities related to the subject.

- Ensure the promotion of the on-going success of the subject's curricular and extra-curricular programme through a variety of meetings and media, both within the school and the wider community e.g. notice boards, newsletters, Yearbook etc.
- Communicate positively and meet with parents, when appropriate, in order to promote and develop positive academic achievement, behaviour, attendance and punctuality and the personal development of Years 7 – 13 students in the subject.
- Communicate positively with external stakeholders, in order to ensure relevant attendance at meetings, presentations and that appropriate report deadlines are met.

11. Managing Resources

- Establish staff and resource needs, advise the Head of Secondary of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and subject plan.
- Ensure the effective and efficient management, organisation and recording of learning resources, including information and communication technology.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of sources inside and outside the school.
- Liaise with the school Librarian and Director of Technology to develop appropriate resources for the subject.

Review

This job description will be reviewed at the beginning of each academic year, or earlier if necessary. In addition, it may be amended at any time after consultation.