

**POST:** Primary English Specialist

**SALARY:** TMS/UPS plus TLR2 range (from £2721)

**RESPONSIBLE TO:** Trust Lead for School Improvement

#### **JOB PURPOSE**

- To provide high quality teaching and learning, to enable the effective use of resources and high standards of achievement for learners within an environment in which learners feel safe, rewarded and challenged.
- To take an agreed lead, with the support of the Trust Lead for School Improvement, on the development of English across the primary curriculum

#### **DUTIES AND RESPONSIBILITIES**

The duties and particular expectations of this post are detailed below and are in addition to those specified in the latest School Teachers' Pay and Conditions Document. All reflect the National Teachers' Standards introduced on 1 September 2012.

##### **Responsibilities**

Working with the Trust Lead for School Improvement and the school based leaders for English:

- To set high expectations and provide leadership in the classroom
- To ensure that high quality teaching and learning takes place in all classes as allocated by senior staff/the leadership team
- To support and participate in curriculum and subject development
- To maintain high standards of work and behaviour
- To efficiently and effectively deploy quality resources for learning
- To assist with the assessment, recording and reporting of progress
- To take responsibility to lead on an aspect of English learning and teaching
- To provide equality of opportunity.

##### **Additional Responsibilities (as Primary English Specialist)**

**Initially, the requirements are that the successful candidate will be able to:**

- Develop very strong links between staff across all phases and between schools
- Plan and teach effective lessons to support ongoing pupil progress in English
- Attend subject network meetings
- In consultation with staff in all phases, develop and run intervention activities for pupils
- Work with staff to support development of the English curriculum to ensure they build effectively on learning and expected progress at KS1 and KS2 into year 7
- Monitor and track progress, taking or recommending appropriate interventions
- Support the development of resources for identified priority groups –e.g. SEND, Most Able, EAL

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**INCORPORATING:** Caludon Castle School, Hill Farm Primary, Kingsbury School and Foxford School

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- Work closely with other members of staff with English responsibility and undertake research to develop and build other English activities which would support effective progress
- Contribute to the further development of the role based on evidence based and innovative practice
- Have time to research and develop English programmes

**Precise details about responsibilities will be determined through discussion in the selection process.**

### **Key Tasks**

Work with the Leader of the relevant phase/class teacher/Trust Leader for School Improvement:

#### **1. Ethos/Vision**

- To support the vision and ethos of the school
- To promote high expectations of learners in the subject of English
- Promote a positive climate for learning and maintain effective arrangements for managing learner behaviour
- To lead by example to help motivate, inspire and enthuse learners in their studies
- To encourage learners to recognise their role within school and within the wider community
- To set a good example in terms of dress, punctuality, attendance and expectations outlined in the National Teachers' Standards.
- To uphold the school's policies, procedures and practices.

#### **2. Planning**

- To prioritise, plan and organise the development of the subject through objective/target setting.
- To maintain up-to-date policies on learning and teaching, to complement school and subject policies.
- To maintain a consistent approach to lesson planning and to monitor lesson plans.

#### **3. Curriculum**

- To monitor arrangements for grouping learners within the subject, and to ensure that grouping criteria help to raise attainment.
- To ensure that teaching pays due regard to promoting equality of opportunity.
- To share in the development of, and follow, course outlines, syllabuses and schemes for learning as agreed by the Trust Lead for School Improvement

#### **4. Learning and Teaching**

- To ensure that learners' special educational needs are recognised and met.
- To promote and develop different learning styles for learners.
- To ensure effective deployment of Teaching assistants/support staff/technicians

- To maintain an environment within the classroom which promotes high quality learning.
  - To promote consistent improvement in examination results.
  - To ensure good record keeping with respect to teaching and learning
  - To ensure home learning is set in line with the school policy.
5. Assessment/Recording and Reporting
- To make effective use of comparative data together with prior attainment data, to provide relevant information to the relevant school leader to establish benchmarks and set targets for learners
  - To ensure the effective use of performance data to promote achievement and ensure at least expected progress
  - To ensure the school's marking and assessment policy is adhered to.
  - To ensure that the school's recording and reporting procedures are implemented effectively.
6. Staff Development
- To participate in and support the Performance Management Policy/Staff Development policy
  - To participate in INSET activities
  - Be a group tutor/mentor
  - To attend relevant scheduled meetings and briefings as appropriate
  - To be a member of the learning and teaching group
7. Management of Resources
- To effectively and efficiently utilise all resources available
  - To support the staff within English to effect change and to maximise potential.
  - To be involved in extra-curricular activities
  - To undertake other duties as reasonably required by the Headteacher
8. Equality of Opportunity
- To ensure that everyone within the team and within each classroom is valued as an individual.
9. Safeguarding
- To be accountable for promoting and safeguarding the welfare of learners responsible for, or in contact with.