**Job Description: Primary English Lead**

**Reports to:**             Head of English Faculty/Head of Primary School

**Start date**:               January 2018

**Salary:**                      Ark MPS or UPS (Outer London) £27,329 - £38,587 or £40,507 - £43,561, depending on experience + TLR 1A £7,699

**Key responsibilities**

* To develop a primary English curriculum, from Reception to Year 6 that is cumulative, content-rich and aligns seamlessly with the English curriculum in our secondary phase.
* To provide highly effective leadership to primary colleagues in delivering outstanding English teaching.
* To teach a year 1 class

**Outcomes and Activities**

**Teaching and Learning**

* With direction from the Head of the English Faculty and Head of Primary, and within the context of the academy’s curriculum and schemes of work, to plan and prepare effective teaching schemes and lessons
* To teach engaging and effective lessons that motivate, inspire and improve pupil attainment
* To use regular assessments to set targets for pupils, monitor pupil progress and respond accordingly to the results of such monitoring
* To develop plans and processes for the classroom with measurable results and evaluate those results to make improvements in pupil achievement
* To ensure that all pupils achieve at least expected progress and the majority of pupils make more than expected progress.
* To maintain regular and productive communication with colleagues, pupils and parents to report on progress, sanctions and rewards and all other communications
* To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
* To direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities
* To implement and adhere to the academy’s behaviour management policy, ensuring the health and well-being of pupils is maintained at all times
* To participate in preparing pupils for external examinations
* To use own classes as an example of the highest quality teaching and learning in the subject
* To ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and set clear learning objectives through an agreed scheme of work
* To establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and termly analysis of this data;
* To evaluate the teaching of the subject by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching
* To ensure that teachers are aware of the implications of equality of opportunity which the subject raises.

**Academy Culture**

* To support the academy’s values and ethos by contributing to the development and implementation of policies, practices and procedures
* To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
* To help develop an academy culture and ethos that is utterly committed to achievement and excellent discipline
* To be alert and active on issues relating to pupil welfare and child protection
* To support and work in collaboration with colleagues and other professionals in and beyond the school providing support as required.

**Subject Leader Responsibilities**

* To lead the strategic direction and development of the subject with the support of, and under the direction of, the Head of the English Faculty and Head of Primary
* To develop and implement policies and practices which reflect the school’s commitment to high achievement through effective teaching and learning
* To have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils’ lives
* To use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils
* To develop plans for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the school development/improvement plan;
* To monitor pupil progress by working alongside colleagues, analysing work and outcomes for the subject across the primary phase and ensuring intervention strategies are implemented to support underachieving pupils.

**Leading and Managing Staff**

* To enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities
* To ensure that the head of primary school and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the academy development plan.

**Effective Deployment of Resources**

* To support the Head of the English Faculty and Head of Primary by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including IT applications to the subject
* To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject
* To support the head of primary school by maintaining efficient and effective management of the expenditure for the subject
* To help colleagues to create a stimulating learning environment for the teaching and learning of the subject.

**Other**

* To undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
* To undertake, within reason, other various responsibilities as directed by the Head of Primary School.