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**English Subject Leader’s Job Description**

**Job Title:** English Leader

**Responsible to:** Head teacher

**Line managed by:** Head teacher

**Purpose:**

To lead the development of English in the school by securing high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils.

**Objectives (against which performance can be assessed)**

* To ensure an effective and challenging English curriculum across K21 and 2
* To ensure all teaching in English is good or better
* To raise standards of pupil achievement in English
* To foster enjoyment and satisfaction in the study of English

**Key responsibilities:**

In addition to the duties of a classroom teacher, your role will involve the following duties:

**Strategic development of English**

* To be responsible for the co-ordination of all English work within the school
* To develop the vision and action plans for English
* To establish core expectations in English across the school and ensure they are delivered consistently
* To be responsible for the English policies and all other relevant policies in consultation with the Senior Leadership Team, staff and governors
* To establish, develop and implement long term English plans and schemes of work in accordance with school development plans and National Curriculum
* To provide guidance and assist staff with their planning and delivery of units of work in English
* To monitor and evaluate teaching and learning in English through lesson observation, learning walks, book scrutiny, planning looks and conferencing

**Teaching, Learning and the Curriculum**

* To lead on outstanding teaching of English by example
* To co-ordinate the monitoring and evaluation of pupil progress and achievement in English identifying clear targets for improvement
* To liaise with other schools and agencies to ensure up to date knowledge of current developments with regard to good primary practice in English
* To promote parental interest, understanding and engagement in English

**Leading and managing staff**

* To develop effective working relationships with all who teach English – staff and senior leaders
* To attend INSET courses and to lead professional development in English by providing school based INSET
* To work with staff to ensure the outstanding teaching of English across the curriculum, leading by example, and modeling lessons where relevant
* To report to meetings of the governing body on matters related to the provision and development of English within the school curriculum
* To be responsible for monitoring/evaluating/disseminating policy/advice/support for health and safety issues relating to English

**Assessment**

* To keep abreast of and implement current assessment policies and procedures in English
* To monitor pupils’ recorded work and to moderate teacher assessment to ensure the highest standards
* To analyse and interpret performance data alongside the Assessment Leader to set targets for improvement in English throughout the school

**Managing resources**

* To evaluate, requisition, maintain, control and develop appropriate resources, materials and equipment for the teaching of English within the confines of the school budget
* Ensure subject specific displays throughout the school are current and of the highest quality

**Member of the Senior Leadership Team**

* Be an effective member of the senior leadership team and contribute positively to the senior leadership team forum
* Support the headteacher and deputy headteacher in leading and managing the school
* Undertake such duties as delegated by the Headteacher
* To foster positive relationships within the local authority and make links with key leaders within the subject