

**JOB DESCRIPTION – SUBJECT LEADER FOR ENGLISH**

|  |  |
| --- | --- |
| **Reports to:** | Headteacher/SLT Link |
| **Responsible for:** | Second in Charge  Teaching Staff  Other relevant personnel within the Department |
| **Line Manages:** | English Department, including Literacy Coordinator |

**KEY RESPONSIBILITIES**

**LEADERSHIP**

* To lead the English department as well as undertaking strategic responsibility for the promotion and development of literacy and oracy across the school
* To advise SLT on whole-school issues
* To lead and manage curriculum development in order to improve the quality of student learning; to raise standards of student attainment and achievement within the whole curriculum area; to monitor and support student progress.
* To be accountable for student progress and development within the subject area.
* To develop and enhance the teaching practice of others, acting as a model of reflective practice, sharing and being open to best practice within and outside the department
* To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.
* To demonstrate consistently high standards of personal and professional conduct.
* Any other responsibilities, as directed by the Headteacher.

PLANNING AND CURRICULUM DEVELOPMENT

* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Department, in accordance with the School’s mission statement.
* To give full support to the School’s ethos and to develop students’ positive attitude towards learning in accordance with the curricular policies determined by the Governing Body and Headteacher.
* To have strategic responsibility for leading, managing and developing English provision across all Key Stages.
* To efficiently and effectively manage and deploy staff, financial and physical resources within the Department
* To act as line manager for the 2i/c, teaching and other staff within the Department, usually also acting as their team leader for performance management.

OPERATIONAL/STRATEGIC ROLES

* The day-to-day management, control and operation of course provision with the Department, including the efficient and effective deployment of staff and physical resources.
* To actively monitor and evaluate student progress and respond appropriately, to ensure standards of attainment and achievement are raised consistently.
* To implement School policies and procedures.
* To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary
* With the Headteacher, SLT and other Subject Leaders to assist in the whole-School self-review and evaluation process and the development and implementation of the School Improvement Plan (SIP).
* Communicate and effectively liaise with the English department and Literacy Coordinator.

**CURRICULUM PROVISION & DEVELOPMENT**

* To liaise with the Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme in line with school improvement priorities
* To facilitate regular informal and formal regular assessment of student progress within the Department, including tests and internal examinations. This will include setting of examination questions, arrangements for any examinations and the marking of examinations and recording of results.
* To liaise with and support SLT and Heads of Student Learning in organising subject examinations and mock examinations in the appropriate years.
* To lead, initiate, encourage and co-ordinate curriculum development for the whole Department.
* To keep up to date with national developments in the subject/curriculum area(s), and with teaching practice and methodology.
* To lead, initiate, encourage and co-ordinate teaching strategies that promote and enable high quality learning.
* To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
* To liaise with the Headteacher to maintain accreditation with relevant examination and validating bodies.

**RECRUITMENT, DEVELOPMENT AND DEPLOYMENT OF STAFF**

* To work with the relevant SLT member to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To be responsible for the efficient and effective deployment of the Department’s technicians/support staff (where relevant).
* To undertake Performance Management Review(s) and usually to act as team leader for staff within the Department.
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Organiser.
* To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To be responsible for the day-to-day management of staff and act as a positive role model.

**QUALITY ASSURANCE**

* To establish and implement systems to regularly monitor and evaluate the quality of teaching and learning in the Department.
* To ensure that the Department’s quality procedures meet the requirements of self-review and evaluation.
* To enable, promote and encourage the sharing of good practice within the Department and between Departments.
* To demonstrate excellence in classroom practice.
* To monitor the performance of subject/curriculum area(s) within the Department with the relevant subject specialist(s) to carry out an annual self-review and evaluation for each subject/curriculum area, and for the Department as a whole, including an analysis of examination results.
* To develop a Departmental Action Plan (DAP) in response to this evaluation and the key objectives of the SIP.
* To work, with members of the Department, towards implementing the Departmental Action Plan and meeting the targets set within it.
* To establish common standards of practice within the Department and develop the effectiveness of teaching strategies in all subject/curriculum area(s).
* To contribute to the School procedures for lesson observation.
* To implement School quality procedures and to ensure adherence to these within the Department.

**MANAGEMENT OF INFORMATION AND DATA**

* To evaluate and make use of performance data provided to improve the quality of teaching and learning in the Department.
* To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
* To produce reports within the quality assurance cycle for the Department.
* To produce reports on examination performance, including the use of value-added data.
* In conjunction with the relevant SLT member, to manage the Department’s collection of data.
* To provide the Headteacher/Governing Body with relevant information relating to the Department’s performance and development.
* To provide the Exams Officer with relevant, accurate information concerning the entry of students for public examinations.
* To assist the Exams Officer in ensuring that pupils are correctly entered for public examinations.