



Job Description & Person Specification

Job Title

Subject Leader (English)

Accountable to

Leadership Group

Salary/Grade

L9 – L13

Job Purpose

1. To lead the day-to-day work and the strategic and long-term development of a team of subject specialists to ensure that the aims of the school are effectively translated into high quality classroom practice.
2. To secure excellent outcomes for all learners
3. To develop and implement Teaching and Learning initiatives and strategies throughout the English Department which raise the teaching practice of all members of staff and therefore raise student standards and progress.
4. To work alongside the Subject Leader (Maths) in ensuring students maximise GCSEs in both subjects at Grades 4, 5 and 7
5. To be a model of excellent practice, maintaining a clear focus on outstanding delivery to all learners in Key Stages 3-5
6. To undertake research into best practice in other schools
7. To research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues
8. To use local and National statistical data and other information, in order to provide, a comparative baseline for evaluating learners progress and attainment, a means of judging the effectiveness of their teaching, a basis for improving teaching and learning
9. To support teachers to enable them to improve their practice

Staff Management

To inspire the staff in the subject area to fulfil their duties as set out in their job description and follow normal school procedures

1. To oversee the professional performance of staff and provide and give advice on appropriate INSET.
 - Ensure that staff are kept abreast of recent developments in the subject area.
 - Ensure the implementation of the School's Performance Management policy.
 - Allocate responsibilities and duties so as to ensure continuing professional development.
 - Lead, develop and enhance the teaching practice of other staff in conjunction with the Lead Practitioner.
2. To co-ordinate and manage the work of Key Stage Leader(s) and monitor their performance (where applicable).



3. To oversee cover arrangements and ensure that appropriate work is set.
4. To provide direction and support for staff to develop excellent behaviour for learning.
5. To lead by example to ensure high standards of professionalism, judgment and attendance in other subject staff
6. To play a significant role in the development of whole school policy and practice
7. To chair subject mastery and co-planning meetings, keep appropriate minutes and hold members of the team accountable for agreed actions

Curriculum

1. To ensure that clear procedures for raising attainment are developed and implemented across the subject area.
To implement and manage clear procedures, within school guidelines, to maintain highest standards of behaviour within the curriculum areas.
To have a positive impact on the educational progress of all students studying the subject
2. To be responsible for the development and implementation of the subject area's curriculum and schemes of work:
Co-ordinate preparation, delivery and evaluation of schemes of work, in accordance with school and National Curriculum requirements.
Provide guidance on production of learning resources.
Ensure consistent learning experiences for students and ensure the quality of teaching learning is continuously improved
Provide guidance on student grouping.
Encourage critical professional dialogue within the department.
3. To quality assure the delivery of the curriculum through regular evaluation of its implementation and impact including the triangulation of classroom observation, student voice and review of student work and to put corrective measures in place where necessary.
4. To liaise with other staff to exchange good practice and develop cross-curricular work including: other Subject Leaders, Inclusion, EAL, ICT etc
5. To liaise with agencies outside the school to enrich and broaden the curriculum.
6. To oversee a programme of extra-curricular activities including trips, visits and revision sessions
7. To evaluate the department in accordance with school procedures, produce departmental action plans and participate in reviews of the subject
8. To regularly meet the line manager to discuss the work of the department

Assessment

1. To be responsible for all examining arrangements:
 - All internal and external examinations are organised efficiently.
 - Ensure all marking is completed promptly and appropriate records are kept.
 - Ensure A level coursework and GCSE Speaking and Listening tasks are accurately completed, meeting external deadlines for submission.
 - Analyse examination results each year and use data effectively
 - Identify and implement strategies for improving examination results.
 - Oversee the Key Stage Manager's arrangements for all internal examinations.



2. To regularly monitor students' work and ensure that the department follows the school's assessment policy.
3. To ensure that there are appropriate and accessible records of students' work using National Curriculum criteria where appropriate.

Communication

1. To provide subject specific information to whole school documents whenever required.

Budget

To manage effectively the allocated budget and keep within spending limits using the principles of best value

Resources and the Learning Environment

1. To ensure that the learning environment is well-ordered, safe and stimulating:
 - Lead by example to encourage a high standard of display work in classrooms and corridors.
 - Ensure that the school's Health and Safety Policy is followed
 - Oversee security of classrooms and departmental area.
2. To allocate teaching rooms on a fair basis each year.
3. To purchase appropriate and stimulating resources and ensure that these are used: and ensure that staff in the department make full use of ICT facilities and audio-visual resources
4. To have oversight of efficient stock control systems.
5. To create an effective working environment for staff within the department area.
6. To timetable all teaching staff effectively and fairly.

General

To carry out any other reasonable tasks as required by the school leadership

You are advised to refer to the requirements for Subject Leaders as set out in the National Standards for Subject Leaders (TTA 1998)

Other duties

1. To play a full active role in the life of the school.
2. To lead the development of literacy across the school embedding reading, writing and oracy strategies throughout the curriculum
3. To lead the successful implementation of the Tutor Reading Programme
4. To carry out any other reasonable duties as directed by the Headteacher.