

## English Leader Job Description and Person Specification

<b>Post title:</b>	<b>English Leader – Primary</b>
<b>Academy :</b>	
<b>Pay range:</b>	<b>MPS/UPR + TLR</b>
<b>Line manager:</b>	<b>DHT/HT</b>

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### Job Description

#### Core purpose:

The subject leader will take lead responsibility for providing strong professional leadership and management of English across the school to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

The subject leader will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD, including planning and teaching lessons, assessing pupils' progress, and managing behaviour effectively.

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### Duties and responsibilities

#### Strategic development

- Develop and implement policies for English in line with our school's commitment to high-quality teaching and learning
- Promote the subject, its importance, and the value that it brings across the school
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for the subject
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims
- Work with the special educational needs co-ordinator (SENCo) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- Work with the Early Years Foundation Stage (EYFS) leader to understand how the subject is developed at the EYFS and to support the EYFS
- Liaise with the Trust within subject network group on subject-related events, projects and activities

## Leading the Curriculum

- Develop and review regularly the vision, aims and purpose for the subject area
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- Have an overarching responsibility for pupils' achievement and standards in the subject area

## Leading and managing staff

- Hold regular team meetings on the subject to keep staff informed of any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- Coach and model team teaching
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises

## Efficient and effective deployment of resources

- Provide support with resources in the subject area
  - Work with foundation subject leaders to ensure that reading and writing opportunities provide a strong thread throughout the wider curriculum
  - Provide support with classroom displays for the subject area across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils
  - Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
  - Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience
  - Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home when necessary
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## Person Specification

### Qualifications:

- Qualified teacher status
- Evidence of professional development relevant to this role

## **Skills and knowledge**

- Expert knowledge of the National Curriculum, particularly the English curriculum
- Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve
- Awareness of local and national organisations that can provide support with delivering the subject
- Ability to build effective working relationships with staff and other stakeholders
- Ability to adapt teaching to meet pupils' needs
- Ability to build effective working relationships with pupils
- Knowledge of guidance and requirements around safeguarding children
- Good IT skills
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others

## **Personal qualities**

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Uphold and promote the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Maintain confidentiality at all times
- Commitment to safeguarding and equality

*This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.*

### **Notes:**

This job description may be amended at any time in consultation with the postholder.

### **Headteacher/line manager's signature:**

**Date:**

### **Postholder's signature:**

**Date:**