

JOB DESCRIPTION

Post Title:	Subject Leader for English
Salary/Grade:	TMS/UPS + TLR 1b
Contract:	Full time, Permanent
Commencing:	September 2026
Reporting to:	Assistant Headteacher for Raising Standards
Liaising with:	Senior Leadership Team, Subject Leaders, teaching staff, support staff, WeST staff, external agencies and parents/carers.
Purpose:	The Subject Leader of English will provide inspirational leadership of the English Department, ensuring high-quality teaching and learning, strong curriculum provision, and excellent outcomes for all students. The postholder will drive improvement, lead staff development, maintain robust teaching and assessment practices, and create a positive environment rooted in high expectations.

Purpose of the Role

The Subject Leader of English will provide inspirational leadership of the English Department, ensuring high-quality teaching and learning, strong curriculum provision, and excellent outcomes for all students. The postholder will drive improvement, lead staff development, maintain robust teaching and assessment practices, and create a positive environment rooted in high expectations.

At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.

KEY RESPONSIBILITIES

Strategic Leadership of English

- Lead the strategic direction, vision and development of the English Department.
- Ensure the curriculum is coherently planned, sequenced and delivered with fidelity across both Key Stages 3 and 4.
- Monitor the impact of teaching and learning on student progress.
- Ensure consistent teaching and robust assessment in English.
- Maintain high expectations for behaviour in all English classrooms.
- Contribute to whole-school culture, ethos and improvement priorities.
- Develop and implement the English Department Action Plan (short, mid and long term).
- Work with the Trust's Executive Director of English to ensure alignment with agreed curriculum and assessment frameworks.
- Contribute to the Trust's network of English Subject Leaders through Trust meetings and planning sessions.

Raising Achievement & Outcomes

- Lead progress and outcomes in English at Key Stages 3 and 4.
- Track student progress and respond effectively to underachievement with a strategic approach.
- Use key assessment points and data analysis to identify students, across key stages, needing early intervention and ensure appropriate strategies are delivered.
- Ensure pace plans and schemes of work are consistently and effectively implemented.

- Ensure that teachers of English contribute to the curriculum coverage, follow the agreed schemes of work, and match work well to students' needs, including those of high ability.
- Improve outcomes for disadvantaged and SEND learners through effective classroom practice, targeted support, and working closely with the English Department's SEND Champion.
- Monitor and evaluate the impact of teaching approaches across the department.
- Ensure that effective mentoring systems and tutorial support systems are in place to support student achievement.

Teaching, Learning and Assessment

- Influence the whole-school teaching and learning policy through leadership and modelling excellence.
- Lead the departmental review cycle, including lesson observations and evaluations.
- Ensure high-quality marking and feedback, closing learning loops.
- Plan and deliver Department meetings, using deliberate practice to model the highest leverage knowledge across the English curriculum.
- Oversee and monitor the quality of English reporting home.
- Support the development of teachers at all career stages through coaching, mentoring and professional development.
- Establish a collaborative culture where teachers share best practice and continuously reflect on pedagogy.
- Use assessments to set ambitious but achievable targets for students.

Departmental Management

- Lead performance management and appraisal for staff within the English Department.
- Ensure effective communication with parents and carers when appropriate.
- Manage departmental resources effectively and efficiently.
- Coordinate deployment of staff and oversee daily operational running of the department.
- Ensure the department meets all statutory and compliance expectations.

School-Wide Responsibilities

- Uphold the highest standards of safeguarding practice and report concerns to the Designated Safeguarding Lead.
- Maintain confidentiality and adhere to the requirements of the Data Protection Act.
- Contribute proactively to wider school life, culture, duties and events.

Subject Leader of English – Person Profile

The successful candidate will demonstrate:

This should be read in conjunction with the job description. The Person Specification sets down the elements of Subject Leader of English role.			
Specification	Essential	Desirable	Assessed
Qualifications and training			
QTS plus Good honours degree or equivalent.	✓		Application
NPQSL started or awarded.		✓	
Recent relevant in-service training.	✓		
Evidence of preparing for Senior Leadership	✓		
Post graduate study.	✓		
AQA Examiner experience (Language and/or Literature.		✓	
Education experience			
Extensive, successful and varied teaching experience in the secondary sector, including examination courses.	✓		Application, interview and references
Middle and/or Senior leadership experience holding a senior position in a school setting for a minimum of three years.		✓	
Experience of delivering the AQA English Language and Literature Specification.	✓		
Experience of leading whole school strategies to raise individual pupil and whole school achievement.		✓	
Experience of leading change and improvement, and evidence to show impact.		✓	
Experience in leading teams and working successfully with the team.		✓	
Experience of school self-evaluation and improvement planning.		✓	
Experience of using data at whole school level to support school improvement.		✓	
Experience of delivering INSET and professional learning and supporting the development of staff.	✓		
Skills and attributes			
Be an excellent classroom practitioner.	✓		Interview and references
Ability to articulate a vision.	✓		
Ability to initiate, develop and implement policies.	✓		
Ability to mentor and develop skills in others.	✓		
Ability to lead groups of staff – teaching and support staff.	✓		
Ability to engage pupils through formal democratic structures to ensure their voice is heard.	✓		
Ability to communicate effectively, both orally and in writing, to a range of audiences including staff, pupils, parents, trustees, governors, the local community, and the local authority.	✓		

Ability to use ICT to support leadership role and for wider communication both within school and beyond.	✓		
Proven organisational ability i.e. marshalling resources to get things done.	✓		
Ability to translate vision into practice that makes a difference to pupils and staff.	✓		
Professional knowledge			
Understanding and knowledge of current educational and wellbeing priorities in England.	✓		Application and interview
Understanding of the current curriculum, its opportunities and purpose including links with primary partner schools and how to build on the primary experience.	✓		
Understanding of current and future school performance measures, its impact on future curricula and possible resource implications.	✓		
Understanding of the Ofsted Education Inspection Framework.	✓		
Understanding of school improvement strategies and appreciation of their effectiveness in terms of cost and impact on pupil outcomes.	✓		
Personal qualities			
Earn respect by example in personal values, behaviours and standards.	✓		Application, interview and references
Be reflective and committed to own professional development.	✓		
Have high expectations of staff, pupils and the leadership team.	✓		
Personal drive and professional energy to get things done.	✓		
Empathy and sensitivity to the needs of others.	✓		
Ability to recognise changing needs and circumstances and promulgate solutions.	✓		
Personal strength to hold others to account.	✓		
Work effectively with the Trust, upholding - at all times - the Trust values. Be an effective presenter and ambassador for the school and Trust.	✓		
Leadership of teaching and learning			
Extensive knowledge of methods and styles of teaching and learning, student assessment and evaluation criteria.	✓		Application, interview and references
Ability to undertake effective classroom observation, accurately measuring performance and offering constructive feedback.	✓		
Ability to work with the Leadership Team in ensuring that the school meets national requirements and that teaching is at least good throughout the school.	✓		
High expectations of the quality of teaching and learning and the ability to define those expectations and articulate them effectively.	✓		

Be aware of the ability to enhance and improve teaching through a range of strategies including the importance of quality feedback.	✓		
People skills			
Intervene, negotiate, resolve conflict, facilitate communication and create and maintain a positive, caring and effective ethos.	✓		Application, interview and references
Understand how own behaviour affects others, exhibits and adjusts appropriate interaction skills and deals effectively with personal emotional issues and those of colleagues.	✓		
Understand how to work with and through other people by delegating authority and responsibility clearly and appropriately.	✓		
Assess expertise of self and others and use staff performance management to further develop staff, enhance whole team performance and achieve the aims of the school.	✓		
Promote self-development and self-responsibility in all staff whilst keeping awareness of the latest needs for children.	✓		
Management of resources			
Effective management of a delegated budget and awareness/experience of audit.	✓		Application and interview
Ability to focus resources on strategic goals.	✓		
Ability to make effective use of all available resources in-year to maximise the progress of students.	✓		
Ability to ensure that provision for identified students is used effectively as stated in their Statements/EHCPs and Provision Maps.	✓		
Secure understanding of Health and Safety issues involved in leading a school and recognising medical/clinical responsibilities and compliance related duties.	✓		
Working with the Trust, Senior Leadership Team and Middle Leadership Team to create an environment that enables teachers to teach and learners to learn.	✓		
Accountability for the effectiveness and efficiency of the school			
Evidence of effectiveness in reporting aspects of strategic development to Trustees, Governors and CEO.	✓		Application and interview
Evidence of effectiveness in creating, developing and implementing effective monitoring systems/data and writing and/or significantly contributing to the SEF.	✓		
Experience of effective use of in-school reviews and evaluations, OFSTED and other external reviews of the school's effectiveness to write School Improvement Plans.	✓		

Safeguarding and Promoting the Welfare of Students			
Understanding of the need for effective development, implementation and maintenance of robust evaluating systems to safeguard pupils and support staff.	✓		Application and interview
Understand the need to use the formal and hidden curriculum to promote the welfare and wellbeing of pupils.	✓		
Evidence of effective collaboration with a range of professionals to enable students to overcome the difficulties and challenges which they face as they move towards adult life.	✓		