

## Job Description

# Senior Progress Leader – English

**Responsible to:** Assistant Head teacher  
**Salary Grade:** Leadership Pay Scale L8-L12  
**Full time/Part time:** Full Time

### Job Purpose

To lead the English team and assume responsibility for the school's progress in English and English Literature, including the Reading strategy and use of the Learning Resource Centre. Development and implementation of strategies for improving attainment and monitoring of the progress of students, year groups and cohorts of specific students through the curriculum in English.

### Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

### Key Responsibilities

- Developing and implementing strategies for improving attainment, particularly for students who are male and / or disadvantaged and / or vulnerable;
- Developing relevant and timely interventions across all year groups;
- Developing schemes of work and assessments that increase the skills, knowledge and understanding of students;
- Lead and line management of members of the English team;
- Represent the school at Sigma events, such as the English Strategic Group;
- Forming a strategic plan and vision to improve outcomes over time;
- Developing links with other Sigma schools to ensure that best practice is shared;
- Attending meetings as part of the senior leadership team to discuss the progress of English and Mathematics at Achievement Boards;
- Leading and developing working groups to research teaching and learning foci;
- Assisting in monitoring the quality of teaching and learning throughout the school;
- Providing dynamic and professional leadership and management by sharing and modelling the school's vision and values in everyday work and practice;
- Setting high expectations to ensure that no child is left behind;
- Embedding high quality teaching and learning, and ensure early interventions;
- Contributing to our rigorous and on-going self-evaluation;
- Taking responsibility for leading specific areas and initiatives to secure further school wide improvements;

## Leadership and Management

- Developing and motivating staff;
- Intervention in English;
- Support for teachers in English;
- Lead on developing strategies for improving attainment and progress outcomes at KS4, creating a culture of high expectations; monitoring data and assessment information to ensure the school's actions continue to secure strong outcomes for all pupils; preparing timely reports, which are appropriate for all stakeholders including governors;
- A deep, accurate understanding of the school's effectiveness, particularly in relation to this role, taking into account all stakeholders' views.
- Working with the senior leadership team and other stakeholders to develop the school's vision, including promoting a growth-mindset;
- Establishing and maintaining a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all students and staff;
- Articulating and modelling the school's vision and strategic direction; developing and implementing coherent operational plans which promote outstanding outcomes for all pupils, particularly the disadvantaged and vulnerable students.
- Making budgets, including additional funding effectively and efficiently to ensure strong outcomes;
- Leading specific initiatives and co-ordinating programmes to ensure the school promotes and achieves the highest standards;
- Driving improvement through effective line management;
- Being accountable and making others accountable for securing more than expected outcomes;
- Contributing to the schools rigorous and on-going self-evaluation to ensure actions are secure and sustain strong pupil outcomes;
- Contributing to the School's SEF and provide relevant evidence;
- Participating in the development of the provision;
- Review progress against national benchmarks;
- Analyse assessment data to inform decisions;
- Participate and lead areas of the Quality Assurance programme;
- Support and challenge staff in order to improve on their previous best
- Preparing Reports for Governors' meetings;
- Participating in the day-to-day management of the school

## Learning

- Monitoring the quality of learning and teaching in line managed departments and areas relevant to this role;
- Promoting strategies for raising the achievement of all learners and managing strategic intervention programmes;
- Making effective use of assessment data to promote students' progress and to address and challenge in-department variation and marginal performance;
- Establishing innovative, creative, responsive and effective approaches to learning and teaching;
- Encouraging true collaborative learning which is 'solution focused';
- Ensuring a personalised approach to learning;
- Co-constructing high quality provision with all major stake-holders;
- Driving forward, as appropriate, local and national strategies which are appropriate to our setting and student community

- Ensuring all staff and stakeholders are informed of the school's key priorities and operational plans and how they play a part in securing strong outcomes;
- Implementing effective procedures to safeguard students at all times;
- Contributing to the recruitment, induction and professional development of the staff;
- Supporting equal opportunities for all members of the school community;
- Implementing clear, consistent and effective performance management processes within line managed areas, which includes challenging underperformance at all levels;
- Maintaining effective partnerships with all stakeholders;
- Reviewing your own practice, setting personal targets, participating in continuing professional development and engaging in professional development relevant to this role;
- Managing your own and others workload to allow an appropriate work/life balance;
- Liaising with all stakeholders in order to support students and to protect their development, health and well-being.
- Actively seek stakeholder voice and act, as appropriate to improve our offer and increase student progress still further;
- Share your knowledge and experience across the Trust to ensure positive outcomes for all students in different educational settings;
- Ensuring timely and professional communication to parents and carers;
- Developing others through leading high quality INSET.
- Establishing and maintaining a culture and ethos that promotes effective collaboration, excellence, equality and high expectations across the Trust;
- Articulating and modelling the Trust's vision and strategic direction; developing and implementing coherent operational plans which promote outstanding outcomes for all pupils;
- Leading specific initiatives and co-ordinating programmes to ensure the Trust promotes and achieves the highest standards;
- Contributing to the Trust's rigorous and on-going self-evaluation to ensure actions are secure and sustain strong pupil outcomes

### **General**

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the Trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

**The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.**