



**JOB DESCRIPTION**

<b>Post Title:</b>	<b>Core Subject Leader (English)</b>
<b>Responsible to:</b>	<b>Head Teacher</b>
<b>Based:</b>	<b>Harrington Hill Primary School, Mount Pleasant Lane, Hackney</b>
<b>Salary:</b>	<b>TLR2b</b>
<b>Responsibility:</b>	<b>Core Curriculum Leader</b>
<b>Contacts:</b>	<b>Head Teacher, Senior Leaders, School Business Manager, other school staff, pupils, Governing Body, the Local Authority, parents and care givers, community and relevant agencies.</b>

**JOB SUMMARY:**

- To lead, manage and monitor the development of identified curriculum areas throughout the school ensuring that all pupils are encouraged to develop their full potential in this area.
- To innovate in the curriculum and ensure the needs of all pupils are met.
- To play an active role in the middle management team.
- To effectively and efficiently combine a teaching role with management responsibilities.
- To develop strong links with the wider community and outside agencies.

**MAIN DUTIES:**

- To support the senior management of the school in realising the school vision of excellence thus raising attainment for all groups of pupils.
- To take a lead in all aspects of work relating to the curriculum with particular reference to provision of cross curricular links and themes between subjects.
- To promote creative and innovative approaches to teaching and learning and develop resources to support this.
- To look for ways to create interest from pupils and raise standards of attainment.
- To look for and use opportunities to support the development of the whole child.
- To act as an expert in a subject area providing support and advice to the Leadership Team, and other teaching staff.
- To be a model of good practice in teaching and learning, particularly in identified area of responsibility.

- To share and impart good practice, skills and knowledge to colleagues via coaching, mentoring etc.
- To monitor the work of teachers and support staff working in the team.
- To carry out regular assessment of pupil performance and analysis of data.
- To assess and report subject strengths and areas for development.
- To manage resources within curriculum areas, eg. equipment.
- To draw up and evaluate action plans and development plans in accordance with the School Development Plan.
- To keep up-to-date with curriculum developments and ensure that all members of staff are aware of new initiatives and how they are going to be implemented.
- To manage pupil behaviour and standards, eg. Health and Safety.
- To encourage interaction and teamwork within the school, share ideas and new initiatives and identify new ways of teaching the curriculum area.
- To foster a lively and enthusiastic atmosphere within the school for staff and pupils.
- To foster links with parents and the wider community.
- To take an active role in the extended schools agenda. Developing links with schools and agencies within the borough.

#### **GENERAL:**

- The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the postholder to ensure that their professional duties are discharged effectively.
- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- The postholder may be required to work outside normal school hours on occasion, with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview.

- Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Date of Issue: .....

Signature of Postholder: .....

Signature of Head Teacher: .....

**PERSON SPECIFICATION**

**Lead Teacher (TLR 2b) - Core curriculum and additional responsibility**

	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b>Qualifications</b>	<p>Degree level qualification.</p> <p>Qualified Teacher Status, eg. Postgraduate Certificate in Education.</p>		<p>Application</p> <p>Certificates</p>
<b>Communication</b>	<p>Able to use a wide range of interpersonal skills.</p> <p>Able to disseminate information and demonstrates a consultative approach to communication.</p> <p>Able to communicate effectively with a wider audience outside of the direct school community.</p> <p>Able to persuade and influence others effectively.</p> <p>Able to demonstrate tact and diplomacy in communication.</p>	<p>Confident in leading staff meetings, when required.</p> <p>Able to communicate in an additional language.</p> <p>Knowledge and understanding of Makaton.</p>	<p>Application</p> <p>Interview</p> <p>References</p>
<b>Skills and Abilities</b>	<p>Adaptability and flexible in approach.</p> <p>Able to balance conflicting demands.</p> <p>Demonstrates excellent classroom practice.</p> <p>Able to analyse key areas of performance to determine improvement measures.</p>		<p>Application</p> <p>Interview</p> <p>References</p>

	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b>Skills and Abilities Cont.</b>	<p>Able to analyse information from a number of different sources to recommend key targets and develop appropriate action plans.</p> <p>Able to resolve issues affecting the day-to-day running of the curriculum area by applying problem solving skills to any situation.</p> <p>Employs time management and project planning skills to plan own workload and that of others on a long term (annual) and short term (daily/weekly) basis.</p> <p>Demonstrates clear and logical thinking in working through problems.</p> <p>Willingness to partake in professional development activities.</p>		
<b>Accountability and Freedom to Act</b>	<p>Uses initiative to make decisions relating to the use of resources and standards in accordance with national and school policies.</p> <p>Able to make routine decisions based upon guidelines and procedures laid down within established frameworks.</p>		<p>Application</p> <p>Interview</p> <p>References</p>
<b>Leadership and Management Skills</b>	<p>Able to motivate and direct other members of staff and pupils.</p> <p>Possesses the ability to delegate effectively appropriate tasks.</p> <p>Able to provide support and challenge to colleagues effectively.</p>		<p>Application</p> <p>Interview</p> <p>References</p>

	Essential	Desirable	How Tested
<b>Leadership and Management Skills Cont.</b>	<p>Provides creative and innovate ideas to ensure new processes are implemented within the curriculum with minimal disruption.</p> <p>Leads by example in standards of behaviour in the work environment.</p> <p>Possesses good management skills.</p>		