



## English Subject Lead - Job Description

**Grade: MPS/UPS + TLR 2b**

### **Supporting the Senior Leadership Team (SLT) in providing leadership and management of the highest professional standard for English across the school:**

- Be an outstanding teacher with the expertise, confidence and enthusiasm to lead on English across all key stages in school.
- Uphold the ethos, aims and values of the school, its policies and codes of practice at all times and in all circumstances.
- Develop policies and contribute to the whole school development plan (SDP).
- Implement and deliver an appropriately broad, balanced, relevant and differentiated English curriculum for all learners.
- Facilitate and encourage learning experiences in English which provide learners with the opportunity to achieve their potential, and to contribute to raising standards of attainment.

### **Working with others, to evaluate the school's performance in English and to identify priorities for continuous improvement and raising standards:**

- Maintain very effective communication systems with the senior leadership team, teachers, support staff, the local community and professional partnerships.
- Monitor and further develop schemes of work for the teaching of English across the whole school; ensuring successful implementation of the scheme and that it meets National Curriculum requirements.
- Attend Hackney English Lead forums and disseminate new guidance and good practice.
- Maintain resource levels and ensure they are efficiently and effectively used to achieve the school's aims and objectives.
- Secure the commitment of the wider community by developing and maintaining effective partnerships in order to raise standards in English.

### **Teaching and Learning:**

#### **Ensuring high quality teaching and learning, standards and provision in English, in all key stages:**

- Be a role model for high standards of teaching and learning in English.
- Actively collaborate with and support other staff to develop their own teaching practice through discussion, planning, observations, book monitoring and modelling of lessons.
- Lead INSET sessions for teaching and support staff.
- Ensure that the teaching of English is at least good across the school and that there is a consistent and continuous school-wide focus on pupil engagement and achievement.
- Contribute to the organisation and implementation of a diverse, flexible curriculum and assist in the implementation of an effective assessment framework.
- Establish creative, responsive and effective approaches to learning and teaching in English.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.

**Recording and Assessment:**

- Use National, local and school data to monitor standards of attainment and progress across the school in reading and writing, for all groups of pupils.
- Monitor the progress made towards achieving reading and writing targets, and use this information to plan future developments.
- Collaborate with staff on short, medium and long term planning to develop English in relation to: aims of the school including its policies and practices, challenging targets for improvement, management of strategic development, CPD and resources.

**Accountability:**

- Challenge underperformance at all levels and ensure that effective, corrective action and follow-up is put in place and has an impact on improvement.
- Work with the governing body and individual governors (providing information, objective advice and support) to enable them to meet their responsibilities.
- Present a coherent, understandable and accurate account of the school's performance in reading and writing to a range of audiences including governors, parents and carers.
- Be actively involved in whole school monitoring, evaluation and reviews of English.
- Establish resource and staff requirements for English, inform the School Business Manager of costs and priorities, and manage the allocated budget effectively.
- Actively seek to plan for and resource an inclusive English curriculum where different families and cultures are represented, valued and celebrated, and pupils ask questions about the world.

**Developing self and working with others:**

- Regularly review your own practice, set personal targets and take responsibility for your own personal development.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Support effective planning, allocation, and evaluation of work undertaken by year group teams and individuals, monitoring the shared delegation of tasks.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Maintain a culture of high expectations for self and for others, as well as consistency within year groups and across the school.
- Be mindful to manage your own workload and that of others, to enable a good work/life balance.

**Specific Annual Tasks:**

- Organise the Book Corner class competition in September and judge with the School Council.
- Plan World Book Day and organise the travelling Book Fair.
- Organise Kids' Festival day events hosted by WP for the Stoke Newington Literary Festival.
- Organise and advertise the Book in a Box competition ahead of Kids' Festival.
- Plan yearly events identified on the whole school calendar such as: National Poetry Day, National Storytelling Week, Roald Dahl Day and Shakespeare's birthday.
- Write short reports and submit photographs of events for the school newsletter and website.
- Liaise with the librarian to ensure that our libraries are accessed by all children, kept tidy and resources are up to date and inclusive.

**Responsible to: The Headteacher**

This job description and duties may be amended at any time following discussion between the Headteacher and post holder. The job description and annual tasks will be reviewed annually.

Signed – Postholder: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_