



**Subject Leader of English  
(Re-advertisement)**

**Job Specification**

Responsible to: The College Principal

Key responsibilities will be:

- To contribute to the strategic leadership of the school, advising the Principal on the development, implementation and evaluation of systems, policies and procedures relating to the subject area
- To design an engaging and challenging English curriculum that enables all students to enjoy the subject and achieve at the highest level, supported by detailed schemes of work which ensure consistency and coherence across English teaching
- To lead and manage the subject area
- To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment
- To be responsible for the deployment of staff and the day-to-day management of subject colleagues, acting as a positive role model
- To monitor the effectiveness of learning and teaching within the subject area ensuring that all subject staff are marking, assessing and providing feedback in line with best practice and school policy at all times
- To be accountable for student progress and attainment levels within the subject area
- To ensure that strategies are in place to maximise levels of attainment in English and of literacy for all students
- To set, oversee and evaluate regular, relevant and diagnostic assessments for students ensuring that they are carried out consistently by all subject staff and standardised /moderated thoroughly
- To implement and oversee appropriate and effective interventions to support low attainment and underachievement
- To liaise with all appropriate personnel regarding support for student progress, e.g. SENCO
- To produce reports as required on student attainment and progress
- To develop and enhance the practice of other members of staff in the subject area
- To ensure that all student data is understood, interpreted and utilised by all subject staff to modify planning and personalise support
- To work closely with the Literacy Co-ordinator to promote reading
- To ensure that book weeks, poetry days, subject-related competitions, trips and visits take place regularly
- To play an active role in English teacher networks
- To ensure that statutory requirements are met
- To participate in the recruitment process for members of the subject team

- To ensure effective induction of new staff in line with College procedures
- To promote teamwork and to motivate staff to ensure effective relations
- To support and challenge team members, including in circumstances when they are underperforming
- To organise effective team meetings with relevant agendas centred on teaching and learning and raising attainment
- To keep up-to-date with teaching practice and pedagogy and developments in the subject area at each key stage

This post carries 2 Teaching Allowances and will take effect from 1<sup>st</sup> September 2019.

This job description will be subject to periodic review and possible amendment or modification, after consultation with the post holder in order to meet the changing needs of the College. The above is not a comprehensive statement of duties, but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

**Application forms are available from Ms Pierpoint. Completed forms should be returned to the Principal by 3.30pm on Friday 17<sup>th</sup> May. Shortlisted candidates will be called to interview as soon as possible thereafter.**