

WADDESDON CHURCH OF ENGLAND SCHOOL

Subject Leader – English

Job Description

TLR Allowance: 1c (£9559)

Non-Contact Allowance: 8 (+ 4 management periods)

The post holder will be directly responsible to the LMT Line Manager.

The following summarises the general responsibilities for the role across all subject areas.

1. Strategic Development and Self-Evaluation

- Lead effective self-evaluation of the department in line with whole school policy and provide reports and information for the Headteacher as requested
- Lead the strategic development of the department within the context of whole-school development planning and oversee subject action plans that are led by rigorous self-evaluation
- Champion and monitor the quality of teaching and learning and implement improvement strategies as agreed with the LMT line manager.
- Champion the highest quality of teaching
- Analyse and interpret school, local and national data, research and inspection outcomes to inform policies, practices, expectations, targets and teaching methods
- Be accountable to Governors through the Headteacher for the standards of teaching, learning and student achievement within the department
- Ensure all health and safety requirements are in place, including risk assessments
- Work with members of the department to develop programmes of study and schemes of work which address the changes to the curriculum at all key stages and which are designed to maximise student achievement and motivation
- Keep up to date with curriculum requirements as determined by external examinations and develop appropriate courses and certification to meet the needs of the full ability range
- Support the development of best practice for raising levels of literacy across the curriculum by liaising with the SEN Department (Enrichment) and Literacy co-ordinator
- Ensure the deployment of ICT resources in support of teaching and learning in the department, according to school policy

2. Student Achievement

- Set ambitious targets for all students and coordinate the attainment of these across the department
- Ensure that effective monitoring and tracking of students' progress towards their targets is carried out, according to whole-school policy
- Ensure that all staff within the department have targets for the achievement of their teaching groups and that effective strategies are in place to support them in meeting these targets
- Be accountable for student progress and attainment within the department and develop the most effective strategies in order to secure improvements where necessary
- Ensure that all reasonable measures are taken to ensure the achievement of agreed targets for the department as a whole and specific cohorts of students within the department
- Ensure that student behaviour and appearance supports learning across the department, conforms to agreed school policy and contributes to high standards across the school
- Ensure that the department contributes to developing students' understanding of their roles as citizens of the school, local, national and global community
- Provide opportunities for students to participate in work-related learning, where relevant
- Ensure that information is provided about the subject for the school's website as required

3. Leading and Managing Teachers and their Teaching

- Ensure that all teachers are line managed effectively and receive a high level of support and challenge in line with school policy. This will include the effective implementation of the school's Appraisal Policy within the department
- Ensure a fair and reasonable delegation of work and provide high quality support in order to secure the highest professional standards within the department
- Develop and enhance the teaching practice of other teachers so that students make good progress by:
 - i. acting as a 'teacher consultant' for the department, modelling best practice and securing support and guidance for teachers experiencing difficulties
 - ii. modelling best practice and supporting departmental colleagues in delivering regular and routine teaching of Outstanding lessons
 - iii. knowing, understanding and communicating how to teach students with different needs and differing prior attainment
- Ensure that all statutory requirements relating to the subject are met

- Ensure curriculum coverage, continuity and progression for all students including those in receipt of the Pupil Premium, with SEN and the more able
- Manage the department's involvement in ITT and the award of QTS
- Ensure that all examination board requirements including moderation of coursework are carried out to a high professional standard

4. Resource Management

- Ensure the effective and efficient deployment of teaching and learning resources by teachers within the department
- Establish staff and resource needs, determine priorities for expenditure and allocate available resources with maximum efficiency to meet school and department objectives
- Monitor and account for spending to the Headteacher via the Finance Manager as required

General

- Uphold the high standards of behaviour within the school by supporting colleagues and modelling expectations
- Attend and participate in Subject Leaders' meetings as required
- Support the department at Parents' Evening and respond to parental requests in a timely and professional manner
- Ensure that the department contributes effectively to the school's extra-curricular programme and our links with the wider community
- Actively support agreed school policies and ensure their effective implementation across the department where relevant
- Carry out additional tasks as reasonably requested by the Headteacher

December 2019