



WADDESDON

CHURCH OF ENGLAND SCHOOL

Subject Leader – English

Job Description

TLR Allowance: 1c (£11,323)

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 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
- Lead effective self-evaluation of the department in line with whole school policy and provide reports and information as requested
- Analyse and interpret school, local and national data, research and inspection outcomes to inform policies, practices, expectations, targets and teaching methods
- Overall, be accountable to Governors through the Headteacher for the standards of teaching, learning and student achievement within the department

2. Quality of Education

- 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
- 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
- Support the development of best practice for raising levels of literacy across the curriculum by liaising with the SEN Department (Enrichment), English HLTA and school librarian
- Champion and monitor the quality of teaching and learning, implementing improvement strategies where needed
- Provide meaningful opportunities for students to connect with learning beyond the core curriculum, especially those who are more disadvantaged

3. Student Achievement and Outcomes

- 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
- Develop the most effective strategies in order to secure improvements where necessary
- Ensure equity of outcomes, with regard to individual student needs

3. Leading and Managing the Department

- 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 curriculum coverage, continuity and progression for all students including those in receipt of the Pupil Premium, with SEN and the more able
- Oversee 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 as required
- Ensure all health and safety requirements are in place, including risk assessments

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

January 2025