



JOB DESCRIPTION

Job Title:	Subject Leader of English
Leadership responsibility point:	TLR1
Overall Purpose:	<p>To provide a high quality educational experience for all pupils and to continue to raise standards of pupil attainment and achievement.</p> <p>To provide subject leadership and management to secure high quality teaching and learning for all.</p>
Responsible to:	LMT Line Manager
Key Accountabilities:	<ul style="list-style-type: none"> • Provide a strategic vision for the English Department. • Develop department policy on teaching and learning, monitoring its implementation and evaluating its effectiveness. • Raise standards of pupil attainment and achievement within the department and monitor and support pupil progress. • Lead on curriculum design, development and implementation. • Develop a broad, balanced, relevant and differentiated curriculum. • Ensure that appropriate schemes of learning, including related assessment processes, are innovative, of a high quality and regularly reviewed in line with school policy. • Promote a collegiate approach so that staff work effectively as a team, with clearly defined leadership responsibility for post holders. • Monitor teachers' classroom practice and pupils' work, to ensure standards are high at all times and department and school policy are being followed. • Use data effectively to identify pupils under-performing and implement effective interventions. • To manage staff performance within the department and carry out the role of Appraiser for designated staff. • Manage and deploy teaching assistants, financial and physical resources within the department. • Ensure that strong professional development is a feature of departmental meetings. • Meet the needs of all pupils, including the management of behaviour and its impact on learning.
Key Tasks	<ul style="list-style-type: none"> • To ensure the smooth day-to-day running of the English department. • To keep up to date with national developments in English, teaching practice and methodology. • To ensure the delivery of an appropriate, comprehensive, high quality curriculum programme that meets the needs of all pupils. • To ensure that pupils are entered for appropriate examinations. • To identify, agree and enhance the personal and professional development and training needs of the team via the Appraisal Process. • To strengthen knowledge and skills of all departmental members in line with new curriculum expectations. • To ensure that an environment conducive to learning is established in the departmental classrooms that allows for effective teaching and learning. • To establish practices that support colleagues in the classroom and strengthen behaviour management and to act as a positive role model in their implementation. • To work with Special Needs staff to maximise achievement for pupils with Special Educational Needs.

	<ul style="list-style-type: none"> • To ensure that appropriate work has been set for classes when teachers are absent. • To ensure effective assessment processes that informs pupils and parents of progress being made, identifies next steps and any relevant interventions and contributes to an accurate picture of the progress of individual pupils, classes, subgroups and the department as a whole. • To monitor pupil performance data in English and to ensure that appropriate intervention strategies that raise overall standards are implemented. • To report to the LMT and Governing Body on departmental examination performance, including progress. • To observe classroom practice regularly. • To provide information to the designated Line Manager of the school's LMT on departmental successes and areas for development as well as the quality of teaching and learning. • To have immediate responsibility for supervising the work of any ECT or trainee teacher. • To be aware of the induction procedures for ECTs and liaise closely with the Induction Tutor on the progress of ECTs. • To ensure the implementation of school policies within the department. • To ensure and maintain an effective policy on differentiation across all years and all teaching groups. • To organise or oversee the organisation of curriculum enrichment visits as appropriate and ensuring appropriate risk assessment completion. • To ensure that Health and Safety policies and practices, including risk assessments, are in line with national requirements and are updated where necessary, liaising with the school's Health and Safety Officer.
<p>Generic responsibilities:</p>	<ul style="list-style-type: none"> • To undertake regular safeguarding training so as to safeguard and protect all pupils that you teach and meet and to have a clear understanding of the Prevent agenda. • Responsibilities carried by all teachers in the college comply with the School Teachers Pay and Conditions (published annually). • Catholic Education Service (CES) contractual obligations outline expectations regarding support for the school's ethos. • Expectations regarding the role for all Subject Leaders are contained within the Staff Handbook. • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document and the national Teacher Standards.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.