



## **JOB DESCRIPTION – English Leader TLR 2b**

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

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

### **Main purpose**

The subject leader will take lead responsibility for providing leadership and management for to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

### **Duties and responsibilities**

#### **Strategic direction**

- Develop and implement policies for Writing and Reading in line with our school's commitment to high-quality teaching and learning
- Promote the subjects, their importance, and the value that they bring across the school
- Have a good understanding of how well Writing and Reading are being delivered and the impact they have on pupil achievement
- Use this understanding to feed into the school development plan and produce an action plan for each subject
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Promote learning opportunities outside of the classroom and school by supporting staff with identifying high quality educational visits linked to the subjects as well as outdoor learning opportunities
- Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims



- Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- Work with the Early Years Foundation Stage (EYFS) leader to understand how the subject is developed at the EYFS and to support the EYFS
- Liaise with the local authority (LA) or other external partnerships within subject groups on subject-related events, projects and activities

### **Leading the curriculum**

- Develop and review regularly the vision, aims and purpose for Writing and Reading
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- Have an overarching responsibility for pupils' achievement and standards in the subject area
- Participate in appropriate meetings with colleagues and parents
- Communicate termly with Governors (through a written report, presentation and visit) regarding the Quality of Education and progress of the action plan for the subject areas
- Coordinate and lead whole school initiatives linked to the role such as reading for pleasure across the school
- Lead the working party responsible for organising the school's celebration of World Book Day

### **Leading and managing staff**

- Act as a positive role model for all pupils and staff members
- Participate in regular CPD
- Hold meetings and provide updates to keep staff informed of any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area



- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- Coach and model team teaching
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Work closely with the Early Reading Leader to ensure an effective transition from RWI to the Winsor Reading Curriculum
- Assist with the induction of new staff with regards to Writing and Reading
- Manage the school library, ensuring that all pupils have access and line manage support staff that support with the administration of the school library

### **Efficient and effective deployment of resources**

- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experiences
- Source and manage textbooks and library books ensuring that there is a variety of high quality books that represent the school's curriculum as well as a wide selection for reading for pleasure
- Work with other subject leaders to ensure that links between the subject topics are made and ensure that extended writing opportunities are maximised
- Provide support with classroom displays for the subject area across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home

### **Other areas of responsibility**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies



- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- Play a key part in the delivery of the school's ethos and lead by example
- As appropriate, undertake additional duties similar to those outlined in this job description.