



Head Teacher: Mrs Gri

English Lead and Class Teacher (with Class Teaching Responsibility)

Job Description

This post is subject to the current **School Teachers' Pay and Conditions Document (STPCD)** and the **National Teachers' Standards (DfE)**.

This job description is not your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the Performance Management process or as appropriate.

Job Purpose

To carry out the professional duties of a teacher in accordance with the Teachers' Standards under the direction of the Headteacher.

To provide high-quality teaching and learning that enables all pupils to achieve their best within a caring, inclusive Catholic environment.

To lead and develop English across the school, ensuring high standards of teaching, learning and achievement in reading, writing and spoken language.

To actively support and uphold the Catholic ethos and values of Holy Family Catholic Primary School.

Key Responsibilities

1. Teaching and Learning (All teachers)

- Plan and deliver high-quality lessons that engage, challenge and support all learners
- Set high expectations for pupils' learning, behaviour and presentation
- Ensure lessons are well-structured and maximise learning time
- Adapt teaching to meet the needs of all pupils, including those with SEND, EAL and disadvantaged backgrounds
- Promote independence, resilience and positive attitudes to learning
- Make effective use of support staff and other adults
- Use educational technology purposefully to enhance learning
- Create a safe, positive and stimulating classroom environment
- Model excellent classroom practice for colleagues



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2. English Leadership

- Lead the strategic development of English across the school
- Work collaboratively with the Headteacher, EYFS and KS1/2 leads
- Foster a school-wide love of reading, writing and language, to ensure all pupils, including those with SEND, reach their full potential.
- Ensure there is a progressive English curriculum from EYFS to Year 6, aligned with national expectations and the school's Catholic mission.
- **Monitoring and Evaluation:** Raise standards through regular lesson visits, work scrutiny, pupil voice, and analysis of assessment data. Identify strengths and areas for development and contribute to the School Development Plan
- **Curriculum Development:** Prepare and implement a termly English action plan, ensuring a balanced, coherent approach that builds on previous skills.
- **Teaching and Learning:** Support, mentor, and coach colleagues to improve pedagogy; model best practice. Lead or contribute to professional development related to English. Oversee the quality of teaching resources and learning environments linked to English. Keep up to date with national developments in English education and disseminate relevant information to staff.
- **Assessment & Moderation:** Oversee assessment, tracking, and moderation processes to ensure consistent pupil progress.
- **Catholic Ethos:** Embed Gospel values within the curriculum, encouraging high expectations for behaviour and fostering a respectful environment.
- **Reporting:** Report directly to the Headteacher and Governing Body on standards and developments in English.

3. Assessment, Recording and Reporting

- Use assessment effectively to inform planning and teaching
- Monitor pupil progress and attainment in English and across the curriculum
- Analyse assessment information to support improvement in outcomes
- Maintain accurate records of attainment and progress in a timely manner as requested by the Headteacher
- Provide constructive feedback that supports pupil improvement
- Contribute to statutory assessment arrangements
- Report on pupil progress to parents and carers in line with school policy

4. Curriculum and Professional Practice

- Deliver the National Curriculum and Religious Education curriculum effectively
- Contribute to whole-school curriculum development
- Maintain secure and up-to-date subject and pedagogical knowledge
- Engage positively with professional development opportunities
- Support whole-school priorities and improvement initiatives

5. Catholic Ethos

- Support and promote the Catholic ethos of the school
- Contribute to the prayer life, liturgy and values-based education of the school
- Model the school's values through professional conduct and relationships

6. Behaviour and Relationships



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- Establish clear expectations for behaviour in line with school policy
- Build positive and respectful relationships with pupils
- Promote inclusion, respect and equality
- Foster a classroom culture where all pupils feel valued and safe
- Be a positive role model for pupils and staff

7. Safeguarding and Wellbeing

- Safeguard and promote the welfare of all pupils
- Follow school safeguarding policies and procedures at all times
- Report concerns promptly in line with statutory guidance
- Contribute to a culture that prioritises pupil and staff wellbeing

8. Professional Responsibilities

- Work collaboratively with colleagues, parents and governors
- Communicate effectively with families about learning and wellbeing
- Participate in meetings, training and school events
- Contribute to the wider life of the school community
- Manage workload effectively and support a positive staff culture
- Maintain high standards of professional conduct at all times

General

- Undertake any reasonable duties requested by the Headteacher appropriate to the role
- Comply with all school policies and procedures
- Support the school's commitment to equality, diversity and inclusion



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