

## English Lead Job Description/Member of SLT

### **Job details**

Salary range: MPS/UPS/TLR2

Contract type: Permanent

Reporting to: Head Teacher

### **Main purpose**

*The English Lead will–*

- Assist the Headteacher and SLT in leading and managing the English curriculum
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD)
- Meet the expectations set out in the Teacher's Standards
- Fulfil duties reasonably directed by the Headteacher

*N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.*

### **Key responsibilities:**

#### **The English Lead will be required to:**

- Contribute significantly to the direction of the School Improvement Plan taking account of the priorities of the school
- Take a lead role in monitoring and evaluating standards in English across the whole school, actively promoting effective teaching and learning practices
- Be an active participant of the schools' senior management team
- Work closely with the Headteacher to ensure that the school offers a high quality and engaging English curriculum for its pupils.
- Plan, review, model and adapt the English Curriculum to meet the needs of learners
- Lead whole school CPD and implement and manage change where necessary

#### **Whole-school organisation, strategy and development:**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the school's vision and values
- Work with others on the English curriculum and/or pupil development to secure coordinated outcomes.

### **Health and Safety:**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

### **Working with colleagues and other relevant professionals:**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues.

### **Management of staff and resources:**

- Direct, supervise and provide support to support staff and other teachers
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
- Monitor quality and standards of resources delegated to them.

### **Professional development:**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and overall performance
- Take part in the appraisal and professional development of others.

### **Communication:**

Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.