

## ENGLISH SUBJECT LEADER JOB DESCRIPTION

# HENLEY GREEN PRIMARY SCHOOL

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All teachers are subject to the conditions of employment set out in the School Teachers' Pay and Conditions Document (STPCD). This job description reflects the National Professional Standards for Teachers which identifies different expectations of teachers at different stages in their career.

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### **Role of the English Subject Leader will include:**

To lead the teaching of English, in order to secure high quality teaching and learning and the effective use of resources to bring about improved standards of achievement for all pupils. This may include coaching, mentoring and development of staff with regard to English teaching.

The postholder is responsible to the Headteacher in all matters as well as their colleagues in order to promote a shared understanding of the school curriculum and the teaching of English, with the aim of improving teaching and learning across the school.

### **Strategic Direction**

- Develop, implement, monitor and maintain English teaching policies and practices which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies.
- Establish plans for the development and resourcing of English teaching.
- Monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning.
- Manage the professional development of English teaching for staff and evaluate the impact on teaching and learning.
- Oversee the delivery of RWI
- Disseminate good practice in English through INSET, coaching and mentoring mechanisms.

### **Teaching and Learning**

- Provide guidance on a choice of appropriate teaching and learning methods including modelling good practice.
- Ensure medium and long term plans offer appropriate challenge, demonstrate good progress and evaluate their impact on teaching and learning.
- Evaluate the quality of teaching and standards of achievement /attainment for pupils in English and set targets for quality controlled improvement.

## **Leading and Managing Staff**

- Support staff to develop an inspiring and engaging English curriculum which enables children to acquire excellent literacy skills.
- Implement coaching and mentoring systems to support and develop staff teaching English.
- Promote a creative and collaborative working environment.
- Create, maintain and enhance effective relationships.

## **Resource Management**

- Identify resources needed to meet the needs of the English curriculum and advise the Headteacher & Governing Body of priorities for expenditure.
- Monitor and control the use of these resources.

## **Leadership**

To secure high quality teaching and learning, effective use of resources and improve standards of attainment for all pupils

- Adhering to the National Standards for leaders
- Developing and implementing policies and practices to ensure high achievement and effective teaching and learning
- Ensuring curriculum continuity and coverage and progression for all pupils
- Monitoring and evaluating the quality of teaching and learning
- Identifying key areas for school improvement and evaluating progress against them

## **Accountability**

To contribute to the leadership, management and development of whole school practice by:

- Attending weekly Leadership Team meetings
- Offering total external support to all decisions made
- Liaising with the Leadership Team and other leaders to support school improvement issues
- Undertaking all such duties as are reasonable and appropriate to the nature of the post as determined by the headteacher

September 2021