

**Class Teacher and English Subject Lead**

**Job Description**

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| **Pay Scale/Grade:** | Main/Upper Pay Scale + TLR 2 |
| **Reports to:** | Headteacher |
| **Responsible for:** | Leading Teaching and Learning in English |
| **Liaison with:** | Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Parents/Carers |

1. **JOB OUTLINE**

In addition to the responsibilities of a class teacher, as set out by the class teacher job description and the school teachers’ pay and conditions document, the holder of this post is expected to carry out the professional duties of a TLR post holder with the responsibilities as described below, as circumstances may require and in accordance with the school’s policies under the direction of the Headteacher.

**1 a) REASON JOB EXISTS AND PURPOSE**

* To lead and manage English across the school to provide high quality learning for all children within a secure, happy and caring environment.
* To liaise effectively with the senior leadership team (SLT) to ensure consistency of approach in teaching and learning and the highest quality of education for all its pupils.
* To contribute to, and promote, the vision, culture and ethos of the academy.

**1 b) MAIN AREAS OF RESPONSIBLITY**

**TEACHING, LEARNING AND STANDARDS**

* To provide leadership in English.
* To evaluate the effectiveness of teaching and learning in English and progress towards meeting agreed targets across the school relentlessly focusing on the improving of teaching and learning.
* To secure, in collaboration with the SLT and Class Teachers, high standards of teaching and learning in English.
* To monitor specified names groups of pupils, e.g. PP, SEND, etc.

**LEADERSHIP AND CO-ORDINATION**

* To assume the role of ‘subject’ consultant for colleagues.
* To demonstrate, by practical example if appropriate, effective ways of organising the teaching within English.
* To inform relevant stakeholders if/when required regarding current trends and practice in English.
* To assist the Headteacher in ensuring the highest possible standards and quality of learning in English using the school’s Teaching and Learning Policy as one means to achieve this.

**SUPPORTING, GUIDING AND MOTIVATING**

* To inspire and motivate through passionate commitment to English and having excellent subject knowledge.
* To champion English ensuring to set high expectations in terms of visibility in and around school exemplifying achievement and attainment.
* To share good practice, up to date resources and research with all staff.
* To take an active lead in relevant school-based INSET.
* To take on responsibility for informing colleagues of appropriate INSET activities, to take part and/or encourage others when appropriate, in consultation with the Headteacher.

**POLICY AND DIRECTION**

* To communicate a clear vision for English across the school linked to the SDP.
* To keep abreast of developments in English.
* To lead colleagues in formulation, review and evaluation of policy, in consultation with the Headteacher and SLT.
* To ensure that policy reflects current national and local initiatives.
* To carry out an annual review of English following guidance issued.
* To maintain a Subject Leader’s file.

**RESOURCING**

* To identify needs and to resource, in consultation with colleagues, English within the limits of given budget.
* To requisition, in consultation with the Headteacher, such items necessary to ensure effective learning and teaching of English.
* To be responsible for checking, storing and ensuring appropriate use of related resources.

**LIAISON**

* To liaise, as/when necessary and reasonable, with other colleagues across Harlow and the REAch2 Academy Trust.

**1 c) EQUALITIES**

Be aware of and support difference and ensure that the school’s equalities and diversity policies are followed.

**1 d) HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

**1 e) DISCLOSURE AND BARRING SERVICE**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the Academy’s and Hertfordshire County Council’s pre-employment checks.

**1 f) ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools’ policies and practices.

***\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.***

**2.** **ORGANISATION CHART**

***Head Teacher***

***Senior Leadership Team (including Assistant Heads and School Business Manager)***

***Middle Leadership Team (including English and Maths Subject Leads)***

***Teaching Staff Learning Support Assistants Admin and Premises Staff***

**3.** **SUPERVISION**

The jobholder is managed by the Headteacher and is a member of the school’s Middle Leadership Team.

**4.** **JOB CONTEXT**

The English Subject Leader will be part of a wider middle leadership team, comprising of other core leaders for different phases of the school.

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school’s development and, therefore, to the progress of all pupils. All teachers except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

For newly qualified teachers, subject leadership will be taken by his/her line manager during the first year of employment at the school.

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, teachers at UPS will:

* provide a role mode for professional practice in the school
* make a distinctive contribution compared with other teachers
* contribute effectively to the wider team.

**5.** **CONTACTS**

The jobholder will work with all members of staff in the academy and have contact with parents, governors and the Academy Trust.

**6. JOB ENTITLEMENTS**

* 10% release time for Planning, Preparation and Assessment.
* Additional release time for coaching, mentoring and English Subject leader responsibilities.
* Access to training and staff development according to personal development needs and the needs of the academy
* High quality whole-school INSET, as well as various other continuing professional development on an on-going basis
* Annual Performance Appraisal and reviews

**7. ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the academy.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**8. REVIEW OF DUTIES**

The specific duties attached to any member of staff are subject to annual review and may, after discussion, be changed. The post-holder is expected to perform reasonable duties requested by the Headteacher from time to time, commensurate with experience, role and salary.

Signed colleague ……………………………………………… Date ……………………………..

Signed Headteacher ………………………………………………………….. Date …………………………….