



Subject Leader – English | Job Description

Salary and grade:	MPS / UPS & TLR 1b
Reports to:	Senior Leadership Line Manager
Responsible for:	Raising of student attainment and progress in learning
Disclosure Level:	Enhanced

Main purpose of the job:

- To contribute to the values and beliefs of the Academy
 - To raise student attainment in English at all levels, as evidenced by internal progress assessments and external examinations
 - Promote continuity and raising of standards between the Key Stages
 - Ensure individual student data is used to set appropriate attainment and progress targets for each cohort and target groups
 - To maintain an overview of progress and implement intervention to raise attainment
 - To establish and promote a safe learning environment where students enjoy and achieve
 - To be pro-active in developing and supporting primary links
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Main (Core) Duties

All teachers are required to carry out the duties of a school teacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the school. The duties outlined in this job description are in addition to those covered by the latest *Teachers' Pay and Conditions Document*. It should be read together with the job description for classroom teacher.

Operational / Strategic Planning

- To support the APs – KS3 & KS4 Standards in the development and maintenance of student progress reports within the designated area
- To promote work with colleagues to monitor and evaluate student data and assessment records to inform target setting, monitoring of progress and the motivation of students
- To plan and ensure effectively delivery of functional and critical skills
- Define and implement intervention or development strategies to ensure all students work consistently and effectively to their personal best
- To support colleagues in the identification and implementation of effective strategies to raise attainment



- Develop a shared understanding with parents of the curriculum, approach to teaching and the standards of work and behaviour expected, establishing a partnership which involves them in their child's learning as well as providing information about attainment, progress and targets
- Develop an overview of the impact of teaching and learning on the attainment and personal development of individual students and groups of students
- To maintain and improve the subject area self-evaluation document and use this to identify areas of development to feature in the subject area improvement plan

Curriculum

- To liaise with the VP – Student Experience to ensure the delivery of an appropriate curriculum
- To be accountable for delivery of the subject

Curriculum Development

- To lead subject curriculum development.
- To be responsible for functional skills development, when applicable.
- To keep up-to-date with national developments in the subject area, teaching practice and methodology.

Teaching and Learning

- Ensure effective teaching and student progress in the subject area through structured monitoring, evaluation and review processes
- Promote extra-curricular activities and out of hours learning which enhance learning opportunities
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

Staffing

- To work with the AP – Teaching, Learning & Staff Development to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the Academy's NTT programme
- To contribute to Performance Management and to act as a reviewer for a group of staff

Quality Assurance

- To ensure the effective operation of quality control systems
- To contribute to the Academy's procedures for the monitoring of the quality of teaching and learning
- To assist in the process of target-setting within English
- To implement Academy quality procedures to ensure adherence of teaching staff

Management Information

- To assist in the use of analysis and evaluation of performance data
- To help produce reports within the quality assurance cycle
- To manage and use data to inform strategies and improvement in teaching and learning and outcomes
- To assist in the production of reports on examination performance



Academies Trust

- To be responsible for outcomes of specific groups of students

Communications

- To ensure effective communication as appropriate with all stakeholders and persons or bodies outside the Academy, particularly with our sponsors

Marketing and Liaison

- To contribute to the Academy's outreach and marketing activities
- To effectively promote the subject at events

Management of Resources

- To manage the available resources effectively in the subject area
- To contribute to the process of the ordering of equipment and materials
- To identify resource needs and to contribute to the efficient/effective use of physical resources

Pastoral System

- To monitor and support the overall progress and development of students within the designated cohort
- To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken when necessary
- To act as a Coach and carry out the duties associated with the role as outlined in the generic job description

Other Specific Duties

- To actively promote the Academy's corporate policies
- To continue personal development as agreed
- To actively engage in staff review and development
- To undertake any other duty as specified by STPCB not mentioned in the above

Safeguarding

"Co-op Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf".

Additional Duties

To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example



Health & Safety Responsibilities

All employees have the responsibility:

- To comply with safety rules and procedure laid down in their area of activity
- To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- To use protective clothing or equipment as may be provided
- To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- To co-operate with the Principal in the fulfilment of the objectives of the Academy's Health and Safety policies

Note

This job description is not your contract of employment or any part of it. 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.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Co-op Academies Trust is committed to safeguarding and protecting the welfare of children. This role is subject to an enhanced DBS disclosure and other employment checks required for the role. Please contact us if you require further details of any of these requirements.



Subject Leader – English | Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) A • Evidence of appropriate professional development commensurate with the role applied for A • Degree level qualifications in specialist subject A 	<ul style="list-style-type: none"> • Additional professional and/or academic qualifications A
Experience	<ul style="list-style-type: none"> • Proven track record of successful teaching across KS3 and KS4 in English A R DL • Experience of working with parents and community members A R • Evidence of good progress for students taught A R DL • A thorough knowledge of the theory and practice of effective pedagogy SP • Thorough knowledge of curriculum planning and delivery in English A SP 	<ul style="list-style-type: none"> • Recent experience of leadership of subject / department A • Experience of working with youngsters who have English as an additional language A
Equal Opportunities	<ul style="list-style-type: none"> • Candidates should indicate an acceptance of, and commitment to, the principles of the Academy's equal opportunities policies and practice as they relate to employment issues and to the delivery of services to the community A DL 	
Leadership Qualities	<ul style="list-style-type: none"> • Evidence of ability to lead and manage change effectively A SP R • Evidence of ability to lead, manage and work as part of a team A SP R • An ability to instil confidence in others A SP R • Effective listening skills SP R DL • Excellent organisational skills and an ability to cope well with professional pressure SP R DL • Evidence of ability to challenge in a supportive manner A SP R DL • Evidence of ability to coach for improvement A SP R DL 	<ul style="list-style-type: none"> • Evidence of performance management of colleagues A R



	<ul style="list-style-type: none"> Evidence of ability to effectively use data to raise standards / analyse impact A SP R 	
Personal and professional attributes	<ul style="list-style-type: none"> Excellent standards of personal presentation SP A strong and credible presence – personal profile SP R DL A “no excuses” disposition towards performance A SP R A commitment to the values shared by co-operatives worldwide A SP DL A commitment to restorative practice SP DL Significant reserves of emotional intelligence and resilience SP R DL Excellent written and spoken English and high standard of numeracy A SP R DL An ability to adapt information for communication to a range of audiences A R DL Strengths in communicating with colleagues, individually or in groups SP R A commitment to the principles of professional confidentiality A SP R Approachability SP R DL Courtesy SP R DL Empathy, especially given the complexity of the student body SP R DL Flexibility and adaptability to change and changing demands A SP R An understanding of personal and team accountability A SP R 	
Training and development	<ul style="list-style-type: none"> A commitment to delivering and leading on professional development for colleagues as appropriate A SP R 	<ul style="list-style-type: none"> Experience of delivery of CPD to subject-specific colleagues or more widely A R

Key: A = Application; DL = Demonstration lesson; R = Reference(s); SP = Selection process

Co-op Academies Trust is committed to safeguarding and protecting the welfare of children. This role is subject to an enhanced DBS disclosure, and other pre-employment checks, and the Childcare Disqualification Regulations are also applicable. Please contact us if you require further details of any of these requirements.