

<b>Job Title</b>	<i>English Lead</i>
<b>Responsible to</b>	<i>Headteacher, Deputy Headteacher, Senior Leadership Team</i>
<b>Responsible for</b>	<i>English Department</i>
<b>Key Internal Contacts</b>	<i>Staff in other departments within the Centre</i> <i>Staff in other Centres in the Region, Regional Office Staff</i>
<b>Key External Contacts</b>	<i>Student relatives, advocates and others</i> <i>Placing Authorities and Service Providers</i> <i>Registration, Regulatory and Inspection bodies</i> <i>Local Services – Statutory, Voluntary and Community Neighbours</i>

## **JOB PURPOSE**

- You will be delivering inclusive, responsive and innovative teaching and learning within the curriculum area of English, teaching directly to our KS3 and KS4 classes. You will constantly strive to produce outstanding/good teaching and learning at all times to ensure that all learners succeed. You will oversee and support the English curriculum across the whole school as well as also having a tutor group responsibility, teaching some wellbeing, PSHE and Skills lessons with this group. Under the reasonable direction of the Headteacher and Senior Leadership Team, you will carry out the professional duties of a schoolteacher as set out in the current School policies.
- You will teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties and core standards below.

## **KEY TASK AREAS & RESPONSIBILITIES**

### **Teaching & Learning**

- Be responsible for the learning and the achievement of all pupils in your classes ensuring equality of opportunity for all;
- Planning and preparing long term and medium term plans;
- Knowledge of the relevant course content;
- Create a purposeful learning environment;
- Teaching, according to individual educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- Teach engaging and motivating lessons informed by well-grounded expectations of learners and designed to raise levels of attainment;

- Know how to make effective personalised provision/effectively provide differentiated tasks for those they teach;
- Have high expectations of young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them;
- Know how to use skills in literacy, numeracy and IT to support teaching and wider professional activities;
- Use assessment as part of their teaching to diagnose learners' needs, set realistic and challenging targets for improvement, and plan future teaching.
- Ensuring that employability, employer engagement activities and enterprise are embedded into the programmes, including ensuring that appropriate work experience is undertaken by learners
- Deliver exciting and innovative learning and undertake assessment using a broad range of methods, taking full responsibility for the success of own learners, developing a personalised and holistic learning approach in all lessons.

**Assessment, Recording & Reporting**

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take responsible and conscientious attitude to their own work and study;
- Set a vision and targets for pupil success;
- Assessing, recording and reporting on the development, progress and attainment of pupils;
- Make effective use of an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment;
- Track progress, regularly monitor reports on progress, identify and deliver interventions where appropriate;
- Know the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those relating to examinations and qualifications;
- Know a range of approaches to assessment, including the importance of formative assessment;
- Know how to use reports and other sources of external information related to assessment in order to provide learners with accurate and constructive feedback on their strengths, weaknesses, attainment, progress and areas for development, including action plans for improvement;

**Strategic Direction, Leadership and Management**

- Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work, and contribute to the development,

implementation and evaluation of the policies and practice of their workplace, including those designed to promote equality of opportunity.

- Support the Leadership Team to set vision and direction for the school, particularly in relation to the continued development of the English curriculum;
- Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, subject improvement plan, subject policy as and when requested;
- Support colleagues in ensuring that effective and purposeful English learning is taking place across the school.
- Contribute to the life and community of the school in all of its aspects.
- Establish and maintain a positive learning environment in which the pupils' behaviour is well managed and within which social, emotional and learning needs can be met within a supportive framework.
- To promote the social and emotional development of children through positive approaches that encourage appropriate relationships and the development of self-esteem.

#### **Behaviour Management**

- Have the ability to identify and de-escalate potential problems before they escalate and be able to develop strategies to promote the positive behaviour of pupils;
- Hold positive values and attitudes and adopt high standards of behaviour in their professional role;
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy;
- Maintain the school's system of rewards and sanctions, which is understood and appreciated by pupils and parents;
- Promote learners' self-governance, independence and cooperation through developing their social, emotional and behavioural skills.

#### **Pupil Care & Welfare**

- Be familiar with and supporting all staff in following the school's safeguarding policy;
- Be aware of, and comply with, current policies and procedures relating to child protection; health & safety; confidentiality and data protection, reporting all concerns to the appropriate person;
- Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

#### **Other Duties and Responsibilities**

- Have a commitment to collaboration and co-operative working where appropriate;
- Provide cover by supervising and teaching any pupils, whose teacher is unavailable;

- Know and understand the relevant statutory and non-statutory curricula/frameworks for their subjects/curriculum areas;
- Engage actively with the annual performance management review process, in accordance with the school's policy;
- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies;
- Perform any reasonable duties as requested by the Head teacher or member of the Senior Leadership Team.

**PERSON SPECIFICATION**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with young people from challenging backgrounds		✓
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Ability to be adaptable in a fast-paced extremely environment	✓	
Ability to support colleagues in developing their practice in relation to the subjects you lead	✓	
Excellent classroom practitioner	✓	
Excellent team player	✓	
Ability to work successfully with pupils with challenging behaviour	✓	
High expectations of others	✓	
Ability to work on own initiative	✓	
The courage and conviction to make a difference		✓
The ability to listen and communicate effectively		✓
Sustain energy, optimism and motivation in the face of pressure and setbacks		✓
Stay calm in difficult situations and maintain clarity of vision		✓
Evidence of ability to plan strategically		✓
<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>
Qualified Teacher Status or equivalent	✓	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
A deeply held conviction that every child can achieve and reach their potential	✓	
The belief that all children deserve a life of choice and opportunity	✓	
Commitment to the safeguarding and welfare of all children	✓	
Resilience	✓	
Willing to undertake training	✓	
Evidence of continually improving the outcomes of pupils		✓
Constant deep reflection which leads to personal growth and better pupil outcomes		✓
Support the team and be aware of others' levels of resilience in different situations		✓
Commitment to on-going improvement and learning		✓