

Oak Learning Trust

George Washington Primary School

Job Description – English Subject Lead (TLR 2a)

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| Name: | |
| Responsible to: | Head of School, Deputy Head Teacher and Executive Head Teacher |
| Responsibilities: | <ul style="list-style-type: none"> • Class teacher • English subject lead (whole school) • Member of school leadership team |

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| General | <ul style="list-style-type: none"> • To fulfil all the requirements and duties as set out in the School Teachers’ Pay and Conditions Documents relating to the Conditions of Employment of Teachers. • To lead and manage English throughout school. • To be an innovative and supportive member of the leadership team working co-operatively and collegiately. • To make a significant contribution to the ethos of the school being an active role model for its vision and values. • To be jointly responsible, with other leaders, for the smooth day to day running of the school, supporting staff and children with any issues that may arise and working with parents where necessary. • To follow procedures and policies that are in place to keep children and young people safe |
| Class Teacher | <ul style="list-style-type: none"> • To teach children according to the school’s schemes of work and policies. • To provide a clear structure and sequence of lessons which maintain pace, progression and motivation for children. • To plan teaching (long term, medium term and weekly) to achieve progression in children's learning by identifying clear teaching objectives, setting tasks which challenge pupils, setting clear and challenging targets for pupils (involving pupils in setting their own targets) and identifying pupils who have specific needs. • To deliver lessons that ensure teaching and learning is at least consistently good. • To differentiate activities to meet all children's needs. • To deliver the curriculum using a variety of teaching styles. • To encourage the children to become independent and self-disciplined learners. • To maintain an orderly classroom and establish a purposeful learning environment. • To use the outdoor learning environment in all areas of the curriculum. • To plan and organise at least one educational visit or visitor each term. • To use and keep up to date your own computing skills to teach the school curriculum and schemes of work effectively. • To assess children's work effectively and regularly during and after lessons and to teach children self-assessment strategies so they are involved in their own assessment. • To maintain continuity and progression in all areas of the curriculum by using on-going teacher assessment and SATs/tests where appropriate. • To establish a safe and stimulating classroom environment which provides evidence of children's work through regularly updated displays. • To contribute to the whole school learning environment by using displays to promote effective learning. • To liaise with colleagues about planning and organisation. |

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| | <ul style="list-style-type: none"> • To liaise with colleagues throughout the school to ensure a whole school approach to all aspects of school life. • To establish positive and effective relationships with children and their families to develop the school as a caring environment and to maximise their learning potential. • To establish links with the community to enable children to learn from direct experience. • To be directly responsible for the safety and welfare of members of the class and indirectly for all children within the school, during teaching times, at the beginning and end of each session and at playtimes on a rota basis • To take assemblies on a rota basis. • To share responsibility for implementation of the school's behaviour policy across the whole school at all times. • To identify children causing concern and those with specific needs and to inform the Head of School/DSL/SENDCo. • To liaise with the appropriate outside agencies about children with special needs or those causing concern. • To act as a positive role model to the children in behaviour, presentation and attitude. • To have a positive, proactive approach to school and teaching. • If on UPS, to meet the standards set out in our Pay and Appraisal Policy <p>Strategy</p> <ul style="list-style-type: none"> • To provide dynamic and strategic direction and leadership for teaching and learning in English across the school to achieve the highest quality educational provision and high standards for all. • In consultation with Executive Head Teacher, Head of School, staff and governors, create and maintain the ethos, values and aims of the school. • To have high expectations and lead by example, ensuring equality of opportunity for all. • To keep under review, the work and organisation of English in the school and monitor and evaluate the effectiveness of the English curriculum in the light of pupil needs, national and local priorities. • To contribute to the School Improvement Plan in consultation SLT/HoS and Executive Head Teacher, including writing the English section. • To ensure implementation of key statutory policies, including equal opportunities, anti-racism and special needs and to promote an understanding of multi-culturalism. • To lead English in the school through rigorous self-evaluation and action planning, resulting in raised standards. • To work closely with English leads from across the Trust to develop shared approaches where appropriate and to utilise strengths from every school to support development in English in each school. <p>Finance and Resources</p> <ul style="list-style-type: none"> • To ensure the resources for English are of a high quality, support the curriculum and are well managed and allocated in accordance with the budget setting process. <p>Personal Development</p> <ul style="list-style-type: none"> • To engage actively in Performance Management and Continuing Professional Development to ensure professional skills are kept up to date and developed. |
| <p>Curriculum Responsibilities</p> | <ul style="list-style-type: none"> • To lead the development of English within the school and ensure that each pupil's educational programme meets their individual needs. • To monitor and evaluate the standards of teaching and learning and pupil progress in English across the school, acting quickly to address concerns or underperformance. • To ensure there is a broad, balanced and relevant curriculum, in line with the National Curriculum and in consultation, where appropriate, with pupils, parents and the community. |

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| | <ul style="list-style-type: none"> • To lead in the provision of excellent learning and teaching across all aspects of the curriculum. • To work with the SLT to coach staff to develop their teaching skills based on areas of development identified in observations. • Ensure that systems are in place for sharing and demonstrating best practice. |
| Liaison | <ul style="list-style-type: none"> • To develop positive relationships with parents, local schools and the local community. • To work cooperatively and collegiately with colleagues in school and across the Trust to ensure the best possible progress and attainment for all pupils in English. • To work effectively with other professionals to ensure the best possible skills and resources are available for all pupils in order to maximise their potential. • Provide reports and/or present to the local Governing Body and the Board of Trustees. |
| Other | <ul style="list-style-type: none"> • To comply with the Trust’s policies and procedures and to ensure others do too. • To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. • These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Executive Head Teacher and the Trust may determine from time to time. |

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Council’s Health and safety rules and regulations and with Health and Safety legislation.

Head of School

Post holder

Date

Date

This job description will be reviewed annually or earlier if required.