



**SECKFORD EDUCATION TRUST**

**SET IXWORTH SCHOOL JOB DESCRIPTION**

**SUBJECT LEAD OF English**

**PERMANENT, FULL-TIME**

<b>Line Manager:</b>	Headteacher
<b>Salary:</b>	LO1 of the Leadership Scale

**THE POST**

Set IXWORTH School seeks to appoint a SUBJECT LEAD OF English

Set IXWORTH School is a member of the Seckford Education Trust (SET), led by the CEO.

On appointment, the successful candidate will be required to complete a six-month probationary period.

**PERSON SPECIFICATION**

<b>Role: Subject Leader</b>		
<b>Qualifications &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
• Honours degree and Qualified Teacher Status (QTS);	✓	
• Evidence of relevant professional development related to subject area;	✓	
• Postgraduate qualifications;		✓
• Able to recognise and model outstanding classroom practice;	✓	
• Detailed understanding of Ofsted criteria for teaching and learning;	✓	
• Coaching and mentoring strategies to support staff development;	✓	
• The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve student progress;	✓	
• Up to date knowledge of the National Curriculum;	✓	
• Strategies for social inclusion, personalised learning and differentiation across a mixed ability range;	✓	
• Current national developments in education, teaching and learning;	✓	
• Experience of teaching/leading curriculum development outside subject area.		✓
<b>Leadership and Management</b>	<b>Essential</b>	<b>Desirable</b>
• Experience of leading, coordinating and monitoring across a Department or a significant area within the department (e.g. KS3/KS4/KS5/AFL);	✓	

<ul style="list-style-type: none"> <li>Evidence of successful teaching across the full ability and age range at examination level;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Clear evidence of raising student achievement within a successful department;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Implementing curriculum development that has led to raising standards.</li> </ul>	✓	
<b>Skills and Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Effective organisational skills with the ability to meet deadlines;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to gather, analyse and interpret data for effective target setting;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Dynamic and innovative approach to teaching and learning developments within a department;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to model effective teaching methods in order to raise achievement;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to assess and promote students' progress in a variety of ways;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good interpersonal and communication skills;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to plan strategically in order to raise achievement;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to write concise reports;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to carry out lesson observations, provide feedback and set suitable targets;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to lead, manage and implement changes to the curriculum;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to motivate and effectively manage students in large groups and individually.</li> </ul>	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>An exceptional role model with high standards of integrity and approachability;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to lead and influence others;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to build positive working relationships with colleagues and provide support through coaching/line management;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Democratic, sensitive and display a good sense of humour;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Able to work effectively in a team;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Flexible and collaborative;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to work hard with competing deadlines, prioritising appropriately;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Willingness to attend outside meetings and to work outside the timetabled day;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Discrete, flexible and collaborative.</li> </ul>	✓	

## JOB SPECIFICATION

## General Responsibilities

The successful candidate will be employed as a teacher under the standard conditions of service for teachers at Sapientia Education Trust.

The teacher will be responsible to the Headteacher for teaching classes using their skill, experience and best endeavors and in accordance with Teachers' Standards. They will abide by the Code of Conduct for Staff and Volunteers.

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

## Specific Responsibilities

- To provide high quality leadership of the English department;
- To take a full part in the extended leadership group;
- To be fully involved in improvement and self-evaluation activities at a whole school level;
- To lead on the planning, delivery and assessment of high quality English across the school;
- To lead on the planning, delivery and assessment of high quality English across the school;
- To lead on the development of innovative thinking about the curriculum and teaching and learning across the English department;
- To liaise and collaborate with senior colleagues and other curriculum leaders to support with the strategic development of good practise across the school;
- As Senior Curriculum Leader of English, in addition to carrying out the professional duties of a teacher other than a Headteacher, as described in the *School Teachers' Pay and Conditions Document*, and in meeting the Post Threshold Standards for a Teacher as laid out in the *Professional Standards for Teachers*, you will be responsible to the Head for the following specific areas.

## KEY TASKS:

### Leadership of teachers

- To provide high quality leadership, support and challenge to the English department in order to achieve high quality teaching and learning;
- To provide high quality leadership to create very effective teams and drive improvement;
- To oversee, monitor and quality assure the assessment, evaluation and mentoring of student progress in English;
- To ensure that strong procedures are undertaken in English for the recording, monitoring analysing and acting upon a range of data to enable subject teachers to;
- Track student overall attainment and achievement on a regular basis;
- Evaluate the quality and appropriateness of intervention to tackle student underachievement;
- The performance management and professional development of all members of your team.

### **Other Management roles**

- To monitor and evaluate the quality of teaching and learning in the English department;
- To monitor curriculum coverage in the Department for students of all ability levels;
- To work in close partnership with the SENDCo in your curriculum area to provide high quality support for SEN students in order to secure 'good' achievement and progress;
- To manage the Department's procedures for assessing, recording and reporting student achievement;
- To review staff performance and audit training needs as required;
- To monitor and evaluate the progress made in achieving the English subject development plan and targets;
- To report regularly to the Leadership Group and Governors on all aspects of academic progress in the English department;
- To contribute fully to the implementation of School policies to raise student achievement and progress;
- To interpret and use national, local and school-level performance data to help raise achievement and 'close the gap' for key student groups in the school;
- To ensure the effective development of students' literacy, numeracy and ICT skills through English;
- To manage the English department capitation and ensure the effective management and deployment of learning resources within the department to improve student achievement and progress;
- To be responsible for the consistent implementation and evaluation of behaviour management in the English department;
- To meet and work with parents, carers and other agencies as required.

### **REMUNERATION**

#### Salary Details:

- LO1 of the Leadership Scale of the SET Teaching Staff Salary Scale
- **FTE** £47,185

### **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn to ensure that students, staff and visitors can identify Set IXWORTH School employees.

### **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

### **REVIEW**

The Job Description will be reviewed annually as part of Set IXWORTH School's Performance Management programme.