

HEXHAM MIDDLE SCHOOL

JOB DESCRIPTION

Post Title: Subject Leader: English

Pay Scale: Main/ Upper Pay Range plus TLR 2b

Responsible to: Assistant Head (Pupil Achievement); Head of School

Responsible for: KS2/3 English Teachers

Responsibilities

To be accountable for the educational progress of learners in designated class groups by effective teaching and learning. To carry out the responsibilities of a subject teacher with regard to teaching, the impact on the educational progress of your own pupils, whole school responsibilities and health, safety and safeguarding.

In addition, the following responsibilities apply to the Subject Leader of English:

1. Leadership of the curriculum

Subject Leaders have direct responsibility for designing the curriculum in Years 5 to 8. They will work very closely with the Curriculum Leader at QEHS to ensure a consistent learning journey between schools.

- Partnership liaison with feeder first schools to ensure progression from Y4-Y5. The curriculum should be coherent, well-planned and sequenced based on the National Curriculum in KS2 and KS3.
- Developing a coherent curriculum intention for the subject(s) in KS2 and KS3, working with QEHS to ensure progress into Y9.
- The planning, sequencing, and interleaving of the curriculum to ensure that pupils know more, do more and remember more.
- Designing curriculum planning that demonstrates the curriculum intention, how it will be implemented, and the impact it needs to have. These will include long, medium- and short-term plans which map the curriculum intent.
- Articulating the beginning and end points of the curriculum for learners.
- Overseeing the inclusion of careers education, personal development, and reading in curriculum planning.
- Ensuring that the curriculum meets the needs of SEND and vulnerable learners and is ambitious for all pupils, including disadvantaged students.
- Continually reviewing the curriculum in response to quality of education reviews, self-evaluation and the latest subject-based research.
- Planning for curriculum development and improvement as part of the annual subject development plans.

2. Leadership of learning and teaching

Subject Leaders are responsible for the quality of learning and teaching in their subjects. They will guarantee that all pupils in their subject receive quality first teaching.

- Ensuring that the '10 Elements of Great Teaching' are embedded in every classroom, in every lesson.
- Developing the teaching team's understanding of disciplinary knowledge and literacy to ensure the delivery of quality first teaching.
- Conduct regular drop-ins, book reviews and pupil panels to review the learning in the subject.

- Lead the Quality of Education reviews in the subject through planning, co-ordination and providing timely and effective feedback to colleagues.
- Commit to their own professional learning to maintain an up to date understanding of their subject and pedagogy.
- Planning for improvements in learning and teaching as part of the annual subject development plans.
- Analyse data to plan for curriculum adaptations and academic support for individual/groups of pupils where needs are identified.
- Be responsive to the progress, achievement and attendance data of SEND and disadvantaged pupils.
- Ensure that the criteria are applied in your department for awarding attitudes to learning grades and quality assure consistency, using Class Charts to support this.
- Be responsible for ensuring that pupils behave in a calm and orderly manner in and out of lessons, particularly in areas where the subject or workspaces are located.
- Liaising with senior leaders and the pupil support/inclusion team on behavioural/ learning needs in their subject.
- Ensuring that everyone in the subject team follows the school's procedures in relation to attendance and behaviour.

3. Leadership and management of people

Subject Leaders should establish a well-led, dynamic team who work collaboratively to ensure the best experiences and outcomes for all pupils.

- Responsible for performance management/ appraisal of teachers in their teams.
- Ensuring that staff can learn and develop through access to relevant continual professional development opportunities (both within school and through external providers).
- Allocate classes according to the needs of pupils and the relevant skills, and experience of staff.
- Liaise with the Head of School and the SLT link on timetabling and a staffing strategy.
- Recruit, select and induct any newly appointed members of staff to the team.
- Manage staff absence and cover (ensuring any work is set for absent colleagues).
- Liaise with HR on the management of staff absence.
- Supporting and developing either the ECT or ECT mentor in the subject.

4. Management of resources and finance

Subject Leaders will be responsible for departmental budgets and the oversight of the teaching areas and working spaces in their departments.

- Manage the subject capitation.
- Use the subject capitation to purchase resources for their subject/ teaching teams.
- Be responsible for the allocation of rooming and ensuring that issues relating to maintenance and resourcing are passed on to the appropriate staff.

5. Health and Safety and Safeguarding

- Promote the safety and wellbeing of pupils at all times (in line with school safeguarding policies and training).
- Ensure that all health and safety procedures and guidance applicable to your subject and/or classes are followed.

6. Other responsibilities

- to contribute to the continuing improvement of the high school as part of the High School Leadership Team
- to prepare and report to the Executive Headteacher and trustees
- to carry out daily duties as part of the High School Leadership Team
- to attend occasional meeting during evening hours, weekends or in school holidays as required

This generic job description should be read (and followed) in conjunction with Section 52 of the School Teachers' Pay and Conditions Document (available from the DfE). You may also be assigned other tasks, deemed appropriate by the Executive Headteacher, Head of School or other members of the Senior Leadership Team.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors, or students.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.