
Job Description for Lead Teacher of English

Responsible to: Curriculum Leader and Director of English

Based at: Wingfield Academy

OVERALL PURPOSE OF THE POST

The Lead Teacher role is to work alongside the Curriculum Team Leader providing leadership support with improving the quality of learning and teaching across the curriculum area and improving student outcomes in one or more subjects. They play a critical role in setting high standards for teaching and establishing and maintaining high expectations. They nurture the talent and performance of staff, they identify, celebrate and share good practice and they provide robust challenge and support when staff do not meet expectations.

MAIN DUTIES

- To raise standards and develop teaching and learning within English.
- To ensure that the Academy's TLE (Teaching Learning excellence) model is effectively translated into high quality classroom practice both within the faculty and across the academy.
- To assist the Curriculum Leader in developing, implementing, monitoring and evaluating:
 - Teaching and learning
 - Curriculum planning
 - Continuing professional development
 - Team building
- To promote and ensure positive pupil approaches to learning through:
 - High expectations
 - Exceptional teaching
 - A stimulating learning environment
 - An emphasis on learning
- To be a key leader in establishing systems and procedures to develop teaching and learning.
- To consistently deliver high quality lessons, promote proven strategies, and support colleagues both on a 1-2-1 basis and in groups, to develop pedagogy and practice in order to improve the quality of learning and teaching with the specific aim of securing outstanding teaching and student outcomes.
- To work with the Curriculum Leader and Director of English on all aspects above and to respond to academy priorities within faculty as directed by the senior leader responsible for English.
- To work with the Curriculum Leader and Director of English to devise action plans in order to close achievement gaps and ensure that these are being implemented appropriately.
- To work with and report to the Assistant Headteacher for teaching and learning to monitor, evaluate and review the quality of education across the academy. You will support planning and delivering the whole school CPD to improve teaching and learning.

Staff Development

- To support the Curriculum Leader in sustaining a learning and achievement culture within the specific area, aligned to Academy/Trust mission and values.

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All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

- To support the Curriculum Team Leader and Director in ensuring systems are in place to ensure high quality teaching and learning from all faculty members of staff that result in good and outstanding outcomes for students.
- To oversee the professional development of staff in English across the academy and provide advice on appropriate means of CPD.
- Ensure that staff are kept well-informed of recent developments in English.
- Observe the teaching of English teachers, give constructive feedback and monitor this to ensure that it leads to improved standards in the classroom.
- Allocate responsibilities and duties so as to ensure continuing professional development.
- Design, implement and evaluate an in-house, blended approach to teachers learning through strategies such as coaching, in-class training and 1-2-1 mentoring sessions.

Curriculum

- To support the Curriculum team leader and Director of English in developing and reviewing the English curriculum and schemes of work at KS3 and KS4.
- Coordinate preparation, delivery and evaluation of schemes of work for the academy in accordance with the National Curriculum requirements; with a particular focus on challenge, pace, high order questioning and thinking skills, as well as writing and speaking opportunities to facilitate students accessing the highest grades at KS3 and KS4.
- Provide leadership and guidance on production of learning resources.
- Monitor and evaluate to ensure that there is a consistency in terms of learning experiences for students within each of the small schools in accordance with the academy policy and the academy's criteria for effective teaching and learning.
- Provide guidance on exam specifications and delivery time frames, and additional related qualifications that could be included in the curriculum offered at the academy.
- Lead and encourage critical professional dialogue within the Science department.
- To liaise with agencies outside the academy to enrich and broaden the curriculum.

Assessment

- To issue guidance in order to develop rigour and accuracy in grading at KS3 and KS4 across the academy.
- To ensure that there are appropriately regular opportunities for students' work to be accurately graded throughout each half term.
- Identify and implement strategies for raising standards at all key stages in line with the latest accountability measures.
- To develop assessment for learning with Science staff across the academy in line with academy policy.
- To ensure that there are appropriate and accessible graded examples of students' work from across the academy to be used for the purposes of moderation, training, and as evidence of standards in your subject area.

Whole Academy Teaching and Learning

- Be part of and attend teaching and learning excellence team meetings to collate good practice and share with colleagues across the academy.
- Support the development and implementation of the academy's teaching learning excellence model including the designing and delivery of CPD resources and materials, coaching colleagues beyond the faculty.
- Be committed to the safeguarding and wellbeing of children and young people.

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- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.
- **You may be required to work up to 2 evenings per academic year to support trust events.**

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the Academy/Trust, and only after consultation with you.

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Person Specification for Lead Teacher of English

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Proven experience teaching in the 11-16 age range • An outstanding practitioner. • Use of systems for monitoring student progress. 	<ul style="list-style-type: none"> • Experience of teaching across the ability and age range.
Education and Training	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS). • Degree or equivalent in subject or related subject. • Evidence of continuous professional development and the ability to reflect on teaching practice and personal performance. 	<ul style="list-style-type: none"> • Evidence of further and continuing professional development.
Teaching and Learning	<ul style="list-style-type: none"> • A willingness to use a range of teaching and learning techniques which engage and support learners. • Appreciation of the benefits of e-learning and ICT inside and outside of learning. • Openness to developments in approaches to teaching and learning. • Knowledge of how assessment and data support learning. • An understanding of how students learn. • Providing an effective environment through classroom management. 	
Personal Skills and Qualities	<ul style="list-style-type: none"> • Thorough knowledge of National Curriculum Requirements in the subject. • An ability to teach up to and including GCSE level. • Knowledge of systems for monitoring student progress. • A philosophy centred upon the individual learner's value, potential, aspirations and needs. • An ability to encourage, inspire and motivate learners and demonstrate high standards and expectations of self and learners. • A passion for the subject(s) and for teaching and learning. 	

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	<ul style="list-style-type: none"> • Can work collaboratively and supportively with other staff. • Skills of communication, organisation and accuracy. • Ability to work flexibly and respond positively to change. • Strong commitment to student welfare, achievement and support. • Knowledge of Social Inclusion issues. 	
Additional Factors	<ul style="list-style-type: none"> • Commitment to the principles of comprehensive education. • Commitment to high standards of behaviour. • Commitment to continuous improvement and willingness to learn from experience and practice in this Academy and elsewhere. • Commitment to equal opportunities and safeguarding the welfare of students. 	<ul style="list-style-type: none"> • Willingness to travel across Trust sites if the need arises (if not already in a shared post). • A willingness to offer an extracurricular activity for students.

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