

Glebe School: Head of English (maternity cover)

MPS/UPS + TLR2C + SEN point


Specialist Learning Trust

An ambitious, inspirational trust, providing outstanding learning and support

Job Description - September 2022

Key responsibilities	<ul style="list-style-type: none">• As a core subject leader, you will be an outstanding classroom practitioner who consistently demonstrates the highest standards of delivery and is fully committed to raising attainment across all key stages• Implement a school strategy for English and develop literacy across the school curriculum• Development and continuous review of English curriculum• Develop schemes of work appropriate to the needs of students to maximize achievement• Identify and adopt the most effective approaches for students with a wide variety of different needs• Set targets for raising achievement in literacy and reading• To be accountable for pupil progress and development within teaching groups against targets set by the school using prior attainment data• Accurately track the progress and achievements of pupils within teaching groups and provide feedback to enable them to progress at least in line with expectations• Present the SLT with termly evaluations of English across the school• Lead INSET on the delivery of literacy• To be a form tutor for a class of students in the school• Participate in professional development and keep abreast of developments and future initiatives in the field of English teaching• To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership
Leadership responsibilities	<ul style="list-style-type: none">• Develop and support the implementation of an English policy• Devise and deliver a departmental development plan• Disseminate good practice in English across the whole school• Review and update effective accredited courses appropriate the students' needs• Work with the SLT and teaching team to implement appropriate interventions for English• Oversee English resources to ensure the school has the required equipment/resources to support the curriculum• To co-ordinate trips, visits and other activities to support the English curriculum.• Lead the English Department, and other staff who teach English in the school• Monitor, assess and develop these staff, including undertaking observations and providing effective feedback• Contribute positively to the appointment, deployment and development of staff to make most effective use of their skills and experience within the English department• Working with the SLT and other Subject Leads to quality assure work across the school• Leading school accreditations for English in GCSE and Functional Skills• Participate in whole school planning and policy making

	<ul style="list-style-type: none"> • Implementation of whole school policy and practice • Contributing to whole school and wider community development • Attending senior staff and other school committees and meetings • Liaison with appropriate agencies outside of school, e.g. LA advisors and inspectors, industry, business and the wider community • To lead on responsibilities as directed by the Headteacher
<p>General duties & teaching responsibilities</p>	<ul style="list-style-type: none"> • You will demonstrate good or outstanding performance against the national teaching standards • Responsible for attainment and progress in curriculum subjects taught at Glebe, in line with agreed targets • Ensuring teaching and learning meets all statutory requirements as defined by Ofsted/DFE, and other external bodies • Helping to create and manage a positive, caring, supportive, purposeful and stimulating environment which is conducive to children’s learning • Planning and preparing lessons in order to deliver the curriculum ensuring effective breadth and balance • Identifying clear teaching objectives and learning outcomes, with appropriate challenge and high expectations • Teaching lessons that are creative, engaging and inspiring for the pupils • Helping to maintain a safe orderly environment and discipline among the students, safeguarding their health and safety • Organising and managing groups or individual students, ensuring differentiation of learning needs, reflecting all abilities • Planning opportunities to develop the social, moral, emotional and cultural aspects of students’ learning • Developing and maintaining a regular system of monitoring, assessment, record-keeping and reporting of student’s progress • Ensuring lessons are catered to the needs of the pupils, including personalised educational health care targets of the pupils • Ensure the classroom is well organised, tidy and that classroom display is educational and celebratory of pupils’ achievements • Ensuring effective use of support staff within the classroom • To participate in staff meetings and deliver presentations and training as required • To communicate and consult with parents over all aspects of their child’s education – academic, social and emotional. Attend parent/carer meetings • To do a break time and end of day duty in the school week • To work as a team player reporting directly to a member of SLT • To maintain an up to date knowledge of key curriculum areas linked to role
<p>Other specific duties/ requirements</p>	<ul style="list-style-type: none"> • To actively promote the school’s Vision & Values and policies to students, staff and other members of the school community • To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example • To continue personal development and to engage actively in the performance review process • To comply with and enforce all policies and regulations relating to Child Protection and Safeguarding

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| | <ul style="list-style-type: none">• To comply with the School's Health and Safety policy and undertake risk assessments where required• To understand and comply with data protection regulations• To show a record of excellent attendance and punctuality• To adhere to the school's Staff Code of Conduct and dress code• To undertake any other duties as reasonably requested by the Headteacher• Satisfactory references and an enhanced DBS are required |
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