

## Extended Leadership Team Job Description

Post Title	Subject Leader: English
Responsible To	Designated Line Manager

### Purpose of this Post

To play a major role, under the direction of the Headteacher/Designated Line Manager, in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement. The Subject Leader will be responsible for securing high quality provision across the subject area. This will be in addition to carrying out the professional duties of a teacher in line with Teachers' Standards.

### PART 1: Key Responsibilities of Extended Leadership Team Members

This job description sets out the key duties of this post in the context of the key areas of leadership. However, the duties detailed below will not need to be performed all of the time and will vary according to the changing needs of the subject area and the school. Duties specific to the post are detailed in section 5 below. The specific annual focus for this role will be negotiated and agreed at the beginning of the appraisal cycle.

Part 1 of this Job Description sets out the key responsibilities of Subject Leaders as part of the wider Extended Leadership Team

Part 2 of this Job Description sets out the expectations of Extended Leadership Team Members

#### 1. Core Purpose and Accountability

- 1.1. To play a major role in formulating the aims and objectives of the subject area, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the subject area and monitor progress towards their achievement.
- 1.2. In partnership with The Extended Leadership Team, provide professional leadership and management of Teaching and Learning across the subject area.
- 1.5. To provide professional leadership and management of School Development Plan priorities in relation to the subject area.

#### 2. Generic/Teachers

- 2.1. You are to carry out the duties of a school teacher in line with Teachers' Standards and as set out in the latest Pay and Conditions Document subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers at The Lakes School.
- 2.2. To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.
- 2.3. All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards, and are expected to uphold and promote the school's aims and values.
- 2.4. All staff will be involved in working together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school.
- 2.5. All staff will take an active role in the School Self Evaluation process. In your role as a subject leader, you may be expected to lead a team through the School Self Evaluation process.
- 2.6. All staff are expected to actively undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self-evaluation and peer review.

#### 3. Appraisal/Performance Management

- 3.1 To undertake annual appraisal, setting and agreeing targets linked to school development plan priorities with the person to whom you are responsible.

#### 4. Key Leadership Areas

- 4.1 Impact on educational progress beyond your own assigned pupils: Strategic direction/Shaping the future
  - a. Support the Headteacher in: Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
  - b. Demonstrating the vision and values of the school in everyday work and practice
  - c. Motivating and working with others to create a shared culture and positive climate
  - d. Assist the Headteacher in the ongoing and annual review of standards of leadership, teaching and learning in specific areas of responsibility and across all areas of school provision
  - e. Create costed subject area development plans which contribute positively to the achievement of the School

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- Development Plan and which actively involves all staff in its design and execution
- f. Develop and implement policies and practices for the subject area which reflects the school's commitment to high achievement and is consistent with national and local strategies and policies
  - g. Promote high expectations for attainment
  - h. Establish short, medium and long term plans for the development and resourcing for the specific areas of responsibility
  - i. Monitor the progress made in achieving subject area plans and targets, and evaluate the effect on teaching and learning
  - j. Work with outside agencies and stakeholders to inform future action

- 4.2. Leading Learning and Teaching, developing and enhancing the teaching practice of others:
- a. Work with the Headteacher to raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes
  - b. Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on students learning
  - c. Develop subject team and individuals to enhance performance
  - d. Undertake coaching and mentoring
  - e. Plan, organise and deliver staff meetings, where necessary bringing in outside speakers
  - f. Keep abreast of the latest developments in the subject area and disseminate effectively to other members of staff
  - g. Plan, delegate and evaluate work carried out by the subject team and individuals
  - h. Create, maintain and enhance effective relationships
  - i. Support the Headteacher in the recruitment of high quality staff

- 4.3 Securing Accountability
- a. Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors and the DfE; ensuring that pupils enjoy and benefit from a high quality education
  - b. Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
  - c. Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities
  - d. Develop and present a coherent, understandable and accurate account of the subject area's performance to a range of audiences including governors, parents and carers
  - e. Agree, monitor and evaluate the subject area's pupil progress targets to make a measurable contribution to whole school targets
  - f. Engage staff in the creation, consistent implementation and improvement of schemes of work and curriculum plans
  - g. Provide guidance on teaching and learning methods/strategies
  - h. Coach and mentor staff
  - i. Model and demonstrate best practice
  - J. Act as a consultant for other staff
  - k. Exemplify good practice
  - l. Undertake shared planning, team teaching and other collaborative work to support colleagues
  - m. Develop and implement systems for recording individual student's progress
  - n. Evaluate the quality of teaching and standards of achievement, setting targets for improvement
  - o. Reflect on your personal contribution to school achievements and take account of feedback from others

- 4.4 Resource Management
- a. Work with the Headteacher to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation
  - b. Work with the Headteacher to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment
  - c. Oversee and evaluate the subject area's budget allocation to ensure the budget is spent in line with the Subject area's learning priorities and best value principles
  - d. Secure and allocate resources to support effective learning and teaching within the subject area
  - e. Monitor and control the use of resources and budget according to the school and subject area's agreed financial procedures

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Date:

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**4.5 Developing Self and Working with Others**

- a. Work with the Headteacher to build a professional learning community which enables others to achieve
- b. Support staff, within your team and within the whole school, in achieving high standards through effective continuing professional development
- c. Be committed to your own professional development
- d. Implement successful appraisal processes with an allocated team of staff
- e. Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- f. Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
- g. Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- h. Develop and maintain a culture of high expectations for self and others
- i. Regularly review your own practice, set personal targets and take responsibility for your own professional development

**4.6. Strengthening Community**

- a. Work with the Headteacher to engage with the internal and external school community to secure equity and entitlement
- b. Work with the Headteacher to collaborate with other schools and organisations in order to share expertise and bring positive benefits to our own and other schools
- c. Work with the Headteacher to work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children

**5. Specific Duties for Subject Leader**

- 5.1. To take an active role in the Schools Extended Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all students
- 5.2. To be responsible for the day-to-day management of provision within the subject area, including the management of cover work for absent staff
- 5.3. To make valuable cross-curricular links that enhance provision for students
- 5.4. To ensure that provision in the subject area complies with school and national expectations regarding Health and Safety, equal opportunities and other statutory requirements
- 5.5. To work closely with the Learning Support Team to enhance provision for all students
- 5.6. To ensure that the subject area meets the latest requirements in relation to formal examinations
- 5.7. To provide students with enrichment opportunities relating to the subject area
- 5.8. To monitor provision across the subject area, evaluate the impact of that provision and improve provision based on accurate self-evaluation
- 5.9. To attend Extended Leadership Team meetings and make a valuable contribution to whole school improvement activities
- 5.10. To ensure that provision in the subject area responds to meet the changing needs of each cohort

Please sign below to indicate that you have read, understood and embrace the requirements of this post as set out in Part 1 of this job description

Staff Name	
Signed	
Date	

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Date:

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