

GROVE PRIMARY SCHOOL

JOB DESCRIPTION

Job Holder: English subject Lead

Title and Grade of Post

Class Teacher-Responsibility and Core Subject Leader

Salary: main scale plus **Teaching and Learning Responsibility point 2C**

Purpose of the Job

- to teach pupils and have a class responsibility;
- to carry out the particular responsibilities and key tasks described below;
- to carry out such other associated duties as are reasonably assigned by the Headteacher.

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the "Burgundy Book") and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Relationships

The postholder is responsible:

- to the Headteacher for his/her teaching duties and responsibilities and for teaching tasks;
- for working collaboratively and cooperatively with other members of the school staff, teaching and non-teaching; and
- for the supervision of the work of Teaching Assistants relevant to his/her responsibilities when necessary.

Particular responsibilities:

The particular responsibilities attaching to the post of class teacher are as follows:

- to teach, according to their educational needs, pupils assigned to him/her in the allocated class;
- to control and oversee the use and storage of books and other teaching materials provided for class usage and to supervise the work of Teaching Assistant(s) relevant to the allocated class;
- to maintain discipline in accordance with the rules and disciplinary systems of the school;
- To be responsible for promoting and safeguarding the welfare of children you are responsible for or come into contact with;
- to contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole;
- to attend courses and meetings which will benefit the postholder or the school;
- to promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy;
- to monitor and report to parents on the progress of pupils in the allocated class;
- to assess pupils' achievements and progress in accordance with arrangements agreed within the school;
- to maintain class attendance registers.
- to observe and abide by all school policies;

Specific responsibilities:

- To be innovative in the development of English and coherently plan and sequence the English curriculum (including phonics, reading and writing).
- To be accountable for the standards of achievement in English throughout the school through monitoring planning, learning and teaching and scrutiny of children's work;
- Report to Senior Leadership Team on a regular basis;
- To take a leading role in the assessment of English across the school supporting consistent assessment and accurate teacher judgements.
- Analyse internal and external assessment data to track pupil progress and attainment
- Identify where pupils have learning gaps or are not making the expected progress, and make sure interventions target these.
- To take a leading role in developing, promoting and embedding the Subject throughout the school in accordance with the requirements of the National Curriculum and school policies;

- Use extensive, up-to-date subject knowledge to lead English across the school, and keep up to date with developments in pedagogy and the curriculum;
- Contribute to school improvement planning, including creating subject action plans and evaluating the effectiveness of the subject;
- Monitor the quality of teaching and learning across the subject, including book scrutinies, teacher planning scrutinies, lesson observations and learning walks;
- To develop, maintain and revise when necessary the school's English policy and scheme of work in consultation with the Headteacher and colleagues;
- Demonstrate a clear understanding of systematic synthetic phonics and share this practice with colleagues;
- To report to governors on the subject;
- Provide training, practice and coaching so all staff become experts in teaching reading, spelling and writing;
- To add evidence to BlueWave Swift;
- To advise on the necessary resources for the teaching of English, auditing and ordering as required;
- To organise and lead the promotion of the subject at parent's meetings;
- To lead and manage a year group, if appropriate;
- To act as Performance Management Reviewer to no more than 4 staff.

Review

This job description will be reviewed annually during the autumn term.

Signed

Job holder

Signed

Headteacher

Date