

# Stewards Academy



## Job Description

**Position: Subject Leader – English**

**Line Manager: Headteacher**

**Performance Management Reviewer: Headteacher**

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### Job Purpose

- a) To be accountable for the highest standards of pupil achievement within the English department, being responsible for the monitoring and evaluation of pupil achievement and setting targets for improvement.
- b) To lead, develop and enhance the teaching practice of all teachers of English
- c) To be accountable for the strategic direction, leadership and management of English, the development and implementation of subject policies, plans, targets and practices within the context of the school's aims and policies.
- d) To effectively line manage teaching staff and deploy teaching and associate staff in the English department.

### Responsibilities

#### 1. Pupil Achievement

- Monitor planning, record keeping, marking, homework and assessment within the department
- Sample pupils' work on a regular basis. Discuss work, progress and attitudes with groups of pupils
- Maintain pupil discipline in the department and provide support to ensure the appropriate learning environment within your subject area
- Monitor pupils progress following each reporting cycle:
  - analyse and interpret data on pupils' attainment
  - review with teachers their assessment of progress for classes, identified groups and individuals
  - initiate intervention strategies for pupils whose progress in the subject is below expectations
  - agree targets for raising pupils' attainment within the context of whole school

targets

- produce an annual analysis of examination results
- maintain a portfolio of exemplar work moderated against grade descriptors

## 2. Lead, develop and enhance the teaching practice of others

- Work with teachers to improve the quality of teaching and learning. This will involve:
  - lesson observation and feedback each term
  - advising on teaching methodologies
  - looking at pupils work
  - talking to pupils about their work
- Produce and evaluate Schemes of Work that all subject teachers contribute to and use
- Co-ordinate peer observations
- Mentor and support colleagues. Contribute to and encourage their professional development
- Ensure effective mentoring support is given to beginning teachers : NQT's, GTP's, OTT's and ITT's
- Use meetings to share good practice, moderate and cascade training
- Offer INSET to the team and across the school in an area of expertise
- Establish links with local primary and secondary schools and where appropriate with further education to develop the subject

## 3. Accountability for leading, managing and developing your subject

- Innovate in learning, keep abreast of subject developments and bring these to the team, or indeed, the School. Engage with school wide learning initiatives and lead these in your department
- Produce the Department Plan, identifying key improvement priorities in line with the School Plan and take responsibility for overall progress
- Review the Scheme of Work annually
- Manage the delegated budget to resource the curriculum efficiently and effectively, ensuring best value for money
- Ensure all Health and Safety procedures are followed correctly
- Participate in recruitment and appointment of teachers in your department
- Collect, moderate and prepare coursework for submission to examination boards. Oversee and monitor the accuracy of exam entries and dates and work effectively with the Examinations Officer
- Ensure effective communication within the department. Prepare for department meetings; identify the purpose, produce the agenda, chair meetings and ensure minutes are taken and distributed.

## 4. Line management responsibility

- Lead the department team and hold staff accountable in all aspects of their teaching
- Oversee the work of any associate staff assigned to your department
- Responsibility for the Performance Management of staff in your department, leading and contributing to the Professional Review process.

## **Whole School**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

## Well-Being and Mental Health

As a member of staff at Stewards Academy, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organizations (e.g. Mind), which have been proven to improve and sustain positive mental health and wellbeing for children and adults.
- Developing knowledge and awareness of how children's mental health can impact on their wellbeing and development.
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking).
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others.
- Tackling and challenging any stigma regarding mental health and offering support, kindness and understanding to others in need.

In addition to the above areas, the postholder is responsible for the following actions:

**Liaising with** line manager, relevant support staff, subject staff, pastoral staff, LA staff, parents/carers and outside agencies, as and when required.

## Health and Safety

1. To assist with the carrying out of risk assessments.
2. To ensure that Health and Safety policies and procedures are followed.

## Other specific duties

1. To play an active part in the life of the school community

***The job description is current at the date shown, but, in consultation with you, may be changed the Headteacher to reflect or anticipate changes in the job commensurate with the grade and the job title.***

**Helen Ginger  
Headteacher  
March 2024**

Stewards Academy and Governing Body are committed to safeguarding and promoting the welfare of young people. All staff and volunteers are expected to share this view and follow recommended safe practices in all aspects of their work.

**STEWARDS IS A NON-SMOKING SITE**