



POST TITLE: LEAD TEACHER OF ENGLISH

SALARY RANGE: TLR 2b

WORKING TIME: 195 Days (1265 hours) Full Time



JOB PURPOSE: To support in the effective leadership and management of Denton Community College so that we can:

- To assist the Head of English when appropriate.
- Assist with ensuring provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the college and the curricular policies determined by the Governing Body and Headteacher of the college.
- To act as a Subject Lead and be responsible for leading and developing this area.
- To develop and enhance the teaching practice of others.
- Assist with monitoring and supporting the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.

COLLEGE VALUES:

The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of COURTESY, EMPATHY, INCLUSION, INTEGRITY, RESPECT & RESPONSIBILITY.

RESPONSIBILITIES COMMON TO ALL HEADS OF SUBJECT & LEAD TEACHERS

- The provision of a full learning experience and support for students.
- To be responsible for the leadership lead and development of your curriculum area.
- To ensure your curriculum area provides an appropriately broad, balanced, relevant and differentiated programme of study for to study, in accordance with the aims of the College and the curricular policies determined by the Governing Board and Headteacher of Denton Community College.
- To develop and enhance the teaching practice of others.
- To assist with monitoring and supporting the overall progress and development of students as a middle leader within the curriculum area and as a Form Tutor.

RESPONSIBLE TO:

- Head of Department, Senior Leadership Team Link, Headteacher, Governing Body and relevant bodies.

LINE MANAGED BY:

- Head of Department

SUBJECT SPECIFIC RESPONSIBILITIES:

- Use extensive, up-to-date subject knowledge to lead English/literacy across the school, and keep up to date with developments in pedagogy and the curriculum
- Oversee the planning of curriculum content, ensuring it is well sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Work with teachers and other subject leads to build links between the English curriculum/literacy skills and the wider curriculum
- Promote a high standard of speaking, listening, writing and reading of English among colleagues
- Manage intervention requirements through RAG tracking

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| Operational/ Strategic Planning: | <ul style="list-style-type: none"> To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching strategies within the subject area. Assist with the day-to-day management, control and operation of the subject area. To assist in monitoring and following up student progress. To assist in the implementation of college Policies and Procedures. For example, Equal Opportunities, Health and Safety, COSHH, etc. To work with colleagues to formulate aims and objectives for the subject areas which have coherence and relevance to the needs of students and to the aims and objectives of the college. To support the relevant manager in the delivery of cross-curricular themes e.g., literacy, numeracy, ICT, Every Child Matters etc in the subject area. |
| Curriculum Provision: | <ul style="list-style-type: none"> To liaise with colleagues to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the College's strategic objectives. |
| Curriculum Development: | <ul style="list-style-type: none"> To support curriculum development within the subject area. To keep up-to-date with national developments in the subject area and teaching practice and methodology. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. |
| Staffing: | <ul style="list-style-type: none"> To work with colleagues and the senior leadership team to ensure that staff development needs are identified and appropriate programmes are designed to address these needs. |
| Staff Development: | <ul style="list-style-type: none"> To contribute to Performance Management and to act as reviewer for a group of staff within the designated area. To promote teamwork and to motivate staff to ensure effective working relations. |
| Recruitment / Deployment of Staff: | <ul style="list-style-type: none"> To ensure the effective efficient deployment of classroom support. To participate, when appropriate, in the College's ITT programme. |
| Quality Assurance: | <ul style="list-style-type: none"> To assist in the process of the setting of targets within the subject, and to work towards their achievement. To establish common standards of practice and develop the effectiveness of teaching and learning styles within the subject area. To contribute to the school's procedures for lesson observations. To implement College quality procedures and to ensure adherence to those within the area. To participate in the monitoring and evaluation of the subject area in line with agreed College procedures. To seek / implement modification and improvement where required within the subject area. |
| Management Information: | <ul style="list-style-type: none"> To ensure the maintenance of accurate and up-to-date information concerning the subject area on the management information system. To assist in the use of analysis and evaluation of performance data. |

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| | <ul style="list-style-type: none"> • To help to produce reports within the quality assurance cycle. • To assist in the production of reports on examination performance, including the use of value-added data. • To assist in the identification of exam entries within the subject area. |
| Communication: | <ul style="list-style-type: none"> • To ensure that all members of the subject area are familiar with its aims and objectives. • To ensure effective communication as appropriate with the parents / carers of students. • To liaise with partner schools, Higher Education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. |
| Marketing & Liaison: | <ul style="list-style-type: none"> • To contribute to the College liaison and marketing activities (e.g. the collection of material for press releases). • To contribute to the development of effective subject links with partner schools and the community; attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days / Evenings and other events in partner schools and the wider community. |
| Management of Resources: | <ul style="list-style-type: none"> • To identify resource needs and to contribute to the efficient and effective use of physical resources within the subject area. • To co-operate with other subjects to ensure a sharing and effective usage of resources to the benefit of the College and the students. |
| Pastoral System: | <ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the subject area. • To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. • To contribute to PSHE, citizenship and enterprise where appropriate. • To support the implementation of Behaviour Management procedures so that effective learning can take place. |
| Teaching: | <ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. |
| Additional Duties: | <ul style="list-style-type: none"> • To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. |

OTHER SPECIFIC DUTIES

- To promote actively the College's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified here.

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here. Employees will, be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees, are expected to be courteous to all stakeholders and provide a welcoming environment to visitors and telephone callers.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, Tameside LA, and College policies.

The post-holder is expected to be part of the whole-College staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

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

LAST UPDATED

April 2021