



Cofton Primary School

Job Description

Job title: Teacher (English Lead)

Salary grade: MPR + UPR (+TLR 2b)

Responsible to: Head Teacher

JOB PURPOSE

- To be a supportive, innovative, effective and proactive member of the school staff.
- To work with the Head Teacher, leadership team and with governors to help to shape the future vision of the school, which motivates and inspires pupils, staff and others to raise the quality of teaching and learning, so all children make at least good progress, achieving their full potential in their journeys to be 'happy and successful.'
- To enhance the quality of teaching and learning in English across the school (Reception to Year 6).
- To ensure there is consistency of approach in the teaching and learning of English across school (Reception – Y6).
- To ensure an appropriately relevant, progressive and rich English curriculum is taught to all pupils in school that builds upon previous learning, preparing them well for the next stage of their education.
- To develop wider curriculum opportunities that build upon the Cofton English Curriculum at school.
- To be committed to personal professional development and the professional development of other staff.
- To support underperforming teachers to enable them to improve their practice.
- To promote the raising of aspiration and achievement.
- To comply with all school policies, practices and procedures.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To undertake the professional duties of a teacher and English Lead, as outlined in the Teachers' Pay and Conditions Document, including those duties particularly assigned to him or her by the Head Teacher.

MAIN DUTIES AND RESPONSIBILITIES

Leadership and Management Role

- To lead the teaching and learning of English across the school (Reception – Y6).
- To lead the English curriculum across the school, including wider curriculum opportunities (Reception – Y6).
- To work closely and collaboratively with the school's Lead Practitioner, other subject leads and assessment lead to ensure cohesion across the school's curriculum.
- To keep up to date with educational initiatives within your areas of responsibility, ensuring staff are kept informed, as appropriate.



Staff Development Role

- To provide effective leadership, in staff development, through the promotion of training and by providing support, encouragement and advice to staff in English.

English Leadership Role

- Promote a positive climate for learning.
- Act as a role model, guide, mentor and coach in the development of teaching and learning in English across school.
- Use your own practice as an example of high quality teaching and learning of English.
- Help colleagues to create an effective learning environment that supports effective teaching and learning of English.
- To play a full and active part in the shaping of the school ethos and the raising of standards.
- To ensure the English curriculum has appropriate and relevant cross-curricular links.
- To actively promote the wider school curriculum and extra- curricular activities.

Professional Development

- To participate fully with arrangements made in accordance with Performance Management Regulations.
- To attend staff training sessions.
- To keep up to date with relevant developments in education, ensuring these are also reflected in the school's policies and procedures.
- To regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary.
- To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school, or as developed as an outcome of your performance management.

Communication

- To support the Head Teacher in developing and maintaining an efficient and effective network of communication, both internally and externally.

Community

- To establish positive working links with parents, Governors and local community, in order to articulate and enhance the aims of the school and to contribute to the enrichment of the pupils' curriculum.
- To support and promote an ethos which recognises, values and celebrates a variety of traditions and cultures; and which entitles a pupil to equality of opportunity.

GENERIC RESPONSIBILITIES FOR ALL TEACHERS

- To ensure consistently high quality learning experiences for all pupils, which meets internal and external quality criteria.
- To teach pupils according to their educational needs, making reasonable adjustments, ensuring they make at least good progress.
- To use a variety of appropriate teaching methods that will stimulate effective learning.



- To promote the general progress , wellbeing and safeguarding of both individual pupils and the class as a whole.
- To actively and consistently promote safeguarding for all pupils, staff, volunteers, parents and visitors at all times.
- To assess, record and report on attendance, progress, development and attainment of pupils and keep such records as are required by school, the Local Authority and national statutory policies.
- To consistently use the school's 'Marking and Layout Policy' effectively, giving written, verbal and diagnostic feedback as necessary, in order to support pupils making the best possible progress.
- To quickly alert the appropriate staff to problems experienced by pupils and make recommendations as to how these can be resolved.
- To work with and deploy support staff effectively, in order for pupils to make maximum progress.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform future teaching and learning.
- To communicate effectively with parents/carers, where appropriate.
- Where appropriate, to communicate and co-operate with persons or organisations outside of the school.
- To take part in marketing and liaison activities, such as parents' evenings, open days etc...
- To apply school behaviour management systems in order that effective learning can take place.
- To actively play a full part in the life of the school, support the school aims and ethos and encourage staff and pupils to follow this example.
- To support the school in meeting the legal requirements for collective worship.
- To actively follow and promote all school policies and procedures.
- To be proactive in seeking advice if there is any uncertainty regarding any policy or procedure.
- To identify and pursue opportunities for professional development.
- To comply with the school's Health and Safety Policy, undertaking risk assessments, as appropriate.
- To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- To lead and attend assemblies, register and supervise pupils appropriately, as necessary.
- To support with lunchtime duties, if necessary, at the direction of the Head Teacher.

To undertake any duties as reasonably requested by the Head Teacher.

This job description will be reviewed regularly and may be subject to modification and amendment, after consultation with the post holder.

Job description issued, after consultation, by

.....(HT)

Agreed by

.....(Teacher)

Date

