



CAYMAN PREP AND HIGH SCHOOL JOB DESCRIPTION

English Subject Leader

Purpose:

- Under the supervision of the Head of Curriculum, Learning and Teaching, the English Leader will take responsibility for developing the scope and sequence of the English curriculum, ensuring smooth links between Key Stages 1, 2 and 3.
- He/she will also be responsible for reviewing assessment and reporting procedures and tracking students' progress.

Reporting to: Head of Curriculum, Learning and Teaching and Primary Leadership Team (PLT)

Liaising with: Class Teachers, High School English Staff

Main Duties and Responsibilities:

The post holder will:

- assume responsibility for delivery of the prescribed curriculum and its further development
- ensure continuity and progression through Key Stages 1&2 and on to Key Stage 3
- liaise with Learning Support staff to ensure equality of provision; advise on enrichment and extension activities for the more-able and support for the less-able students
- liaise with Subject and Year Group Leaders and offer advice with respect to the inclusion of cross-curricular references in subject planning
- liaise with the PLT in monitoring and evaluating appropriate systems for assessment, record-keeping and reporting
- assist the Head of Curriculum, Learning and Teaching in the planning, implementation and development of curriculum-appropriate tools and procedures for formative and summative assessment, in order to encourage and reflect rigorous academic standards
- assist the Head of Assessment, Staff Development and Inclusion in setting meaningful targets at different age and ability levels, in the light of information gained from tracking students' progress
- monitor and evaluate the teaching of English throughout the school, through classroom observations, periodic checking of teachers' planning books and children's workbooks
- raise the profile of English throughout the school by displays and exhibitions
- establish contact with English specialists in other schools, in order to be aware of UK, local and international trends and developments within the English curriculum
- liaise with PLT to give regular presentations at staff meetings, where aspects of the English curriculum and its delivery are the focus

- produce and update an annual set of curriculum guidelines, to give both parents and students a brief overview of curriculum content in each year group
- make recommendations of subject-time allocation to PLT to assist in the planning and construction of the school timetable
- carry out any other curriculum-related tasks as assigned by the PLT

Other Responsibilities:

The post holder will:

- contribute to staff meetings, providing subject-related information, examples of good practice and in-house opportunities for professional development
- keep staff informed of current developments within the English curriculum
- Seek out relevant courses, workshops, meetings and literature to assist in the professional development needs of individual teachers
- liaise with English teachers in the High School to facilitate a seamless transition from Key Stage 2 into Key Stage 3 and beyond

Resources and Budgeting: The post holder will be expected to

- make an inventory of English resources throughout the school, noting the condition of these resources
- arrange a monitoring system, whereby materials for shared use can be borrowed and returned to an agreed location
- liaise with other Year Group and Subject Leaders, Support for Learning Staff and Class Teachers to ascertain proposed needs
- advise the PLT of required materials, along with the need to dispose of and replace obsolete / defective books and equipment
- work with the PLT to prioritise these needs within budget constraints
- keep up-to-date with new books /materials/software in order to make informed recommendations to the PLT with regard to their desirability

All Staff Are Expected To:

- Maintain confidentiality at all times with regard to student information and related school matters
- Support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour
- Uphold the school's behaviour code, uniform requirements and other regulations
- Attend and participate in staff CPD sessions, school-based meetings student performances and extra-curricular activities
- Assist with various duties as assigned by the Principal, according to the needs of the school

Safeguarding

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and

dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

English Subject Leader _____

Date: _____

Primary School Principal _____

Date: _____

Updated January 2018