

# Lakeside

## Community Primary School

### English Lead Job Description

- Job title:** English Lead (responsible for KS1 and EYFS)
- Purpose:** To Lead English across KS1 & EYFS and work closely with the KS2 English Lead to ensure attainment is raised and progress is accelerated in line with the school development plan.
- Responsible to:** The SLT/Governors

### Professional duties and responsibilities

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

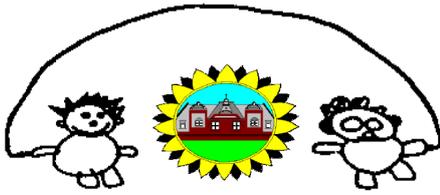
It may be modified by the SLT, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. It will be reviewed in the context of, School Self Evaluation (SEF), School Improvement & Development Plan (SID) and through the appraisal process.

#### **1. Learning and Teaching**

- ⇒ Identify priorities for developing learning in English within LCPS to inform the SEF/SID. This includes curricular and extra-curricular outcomes.
- ⇒ Monitor the impact of learning and teaching as set out in English action plan.
- ⇒ Collaborate with Senior Leadership Team and SENDCo, Regional RWI consultant/English advisors (as required)
- ⇒ Collaborate with and report in person to SLT and Governing Board at meetings commensurate with the post.
- ⇒ Identify where the teaching of English needs to be improved and work with SLT to develop CPD opportunities, including coaching, to address this.

#### **2. Recording and assessment**

- ⇒ Set targets for raising attainment and improving progress as per agreed in SID/English action plan and in accordance with LA/National expectations and/or statutory guidance.
- ⇒ Analyse and interpret performance data and report to SLT/Governors at each assessment point (4 times a year). This includes regular analysis of RWI data and supporting staff to regroup learners as appropriate.



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- ⇒ Through Monitoring identify target groups who are underachieving (at whatever level this underachievement manifests itself) and work with staff to provide appropriate interventions.
- ⇒ Report to the SLT and Governing Board on progress of the actions and its impact on learning.
- ⇒ Evaluate the effectiveness of the English provision for KS1/EYFS at Lakeside.

### 3. Leadership

- ⇒ Ensure all members of the English Team take part in carrying out their part of the action plan and understand the part they play in moving the school forward.
- ⇒ Identify resources needed to meet the needs of learners and advise the SLT of priorities for expenditure and manage the English budget utilising the school's Staff tracker spreadsheet.
- ⇒ Work with SLT and Governors on the strategic development of English.
- ⇒ Evaluate and improve the impact the English team has upon achievement, learning, progress and attainment. This will include the monitoring English across EYFS and KS1(eg observations, work scrutiny, questionnaires, enabling pupil voice, engagement of parent/carers and so on)
- ⇒ Ensure the policy accurately reflects the provision for English at LCPS.
- ⇒ Keep abreast of National developments impacting on primary English (especially KS1 and EYFS).
- ⇒ Ensure attendance at appropriate training, CPD and network meetings, providing feedback to colleagues.
- ⇒ Produce an Action Plan with outcomes, that is reviewed at least termly as part of the report to SLT/Governors.
- ⇒ Undertake English self-evaluation, contribute to the school SEF and SID plan and planning for continuous improvement.
- ⇒ Other activities in keeping with the seniority of the post that are reasonably requested by SLT.

**Non-contact management time designated to carry out duties laid out in the job description in consultation with Senior Leadership Team.**

**Leadership Scale (point 1-2)**

