



JOHN COLET SCHOOL JOB DESCRIPTION

POST: Assistant Subject Team Leader - English
RESPONSIBLE TO: Subject Team Leader - English
RESPONSIBLE FOR: Members of the English Department as allocated by the STL

Teaching and Learning Responsibility: 2b

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

MAIN DUTIES AND RESPONSIBILITIES

- To be accountable for and to provide professional leadership and management within the English department which secure:
 - Exceptional quality teaching
 - Exceptional standards of learning and achievement for all students
 - Exceptional behaviour
 - Effective use of resources
- To deputise for the Subject Team Leader in English.

Strategic direction and development of the subject

Within the context of the school's aims and policies, to develop and implement subject policies, plans, targets and practices.

Teaching and learning

To secure and sustain outstanding teaching of and behaviour within the subject, evaluate the quality of teaching and standards of students' achievements and set challenging targets for improvement.

Leading and managing staff

To provide to all those with involvement in the teaching or support of the subject, the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.

Efficient and effective deployment of staff and resources

To identify appropriate resources (human and material) for the subject and ensure that they are used efficiently, effectively and safely.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.