



## **JOB DESCRIPTION**

**POST:** English Lead

**GRADE:** TLR 2.1

### **RELATIONSHIPS**

The post holder is accountable to the Senior Leadership Team in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

### **PURPOSE**

The English Lead role is to ensure all students are provided with a rounded, culturally rich education through activities which enhance their learning.

### **MAIN DUTIES & RESPONSIBILITIES**

To carry out effectively the duties of a teacher and school leader as set out in the current School teachers Pay and Conditions document and to meet the standards expected of a qualified teacher.

The English Lead would be expected to carry out the following duties and to recognise that the list is only indicative and that there might be other, similar duties which might be required to carry out.

- Be the Learning outside the Classroom (LOtC) coordinator and engage in all necessary training and network meetings.
- Investigate, plan and coordinate trips, alongside class teams, to enhance curriculum experience and cultural capital.
- Investigate, plan and coordinate visitors to the school to enhance curriculum experience and cultural capital.
- Plan and create events and experiences to support national and international days of celebration and remembrance.
- Effectively support subject leaders to enhance and enrich the curriculum.
- Coordinate school events e.g. Christmas production, summer fayre, etc.
- Ensure events are properly planned, promoted and celebrated.

- Arrange and ensure risk assessments and arrangements for events, visitors and off-site visits are in accordance with all policies, including the Learning Outside the Classroom policy, and agreed by SLT.

## **GENERAL**

- To promote and support AE's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

## **ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be

subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**