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## **ENGLISH CURRICULUM LEAD AND JUNIOR SCHOOL TEACHER JOB DESCRIPTION**

EIFA International School is an independent, international school and expects all employees to understand and agree with its Mission and Philosophy. We are a privately funded school from parental school fees. As a result we expect employees to be fully committed, to share ideas and initiatives, which will both promote learning and assist in the positive growth of the School. EIFA has a positive, professional working atmosphere that encourages and values the contribution that individuals make to the overall success of the School.

### **Note:**

Specific contractual terms and duties are laid out in the employment contract and the Employee Handbook, which includes reference to the UK Equality Act 2010 and “Protected Characteristics”

### **Overall Aim**

To be responsible for the learning and achievement of all pupils within English, ensuring equality of opportunity and clear accountability for securing the highest possible standards in reading, writing, phonics, speaking, listening, and language development. To work proactively and effectively in collaboration with pupils, parents, and colleagues in the best interests of pupils, consistently demonstrating outstanding practice in English teaching and learning within their own classroom and across the school.

To lead the strategic development, implementation, and evaluation of the English curriculum across the school, including literacy, reading, writing, phonics, oracy, and language skills, while maintaining a classroom teaching commitment. The English Lead will model exemplary practice through their own teaching, provide professional guidance and support for colleagues, and drive excellence in the teaching and learning of English throughout the school, ensuring high standards of achievement, sustained progress, and inclusive learning opportunities for all pupils.

### **DUTIES AND RESPONSIBILITIES**

#### **English Leadership**

- Lead and manage English across the School, ensuring teaching is consistently of a high standard and aligned with the school’s ethos and curriculum goals.
- Develop, implement, and review the English curriculum, ensuring continuity, progression, and innovation across all year groups.
- Mentor and coach teachers and support staff, providing guidance on pedagogy, assessment, classroom management, and differentiation in English.
- Set clear performance expectations for the English team, regularly monitoring outcomes and providing constructive feedback to support professional growth.
- Identify and lead school-wide initiatives in literacy, reading, writing, phonics, and language development to raise achievement for all pupils.

- Promote a culture of collaboration and professional learning, encouraging sharing of best practice, resources, and teaching strategies among staff.
- Lead professional development sessions for colleagues on innovative approaches to English teaching, assessment techniques, and inclusion strategies.
- Support strategic planning by contributing to whole-school development priorities and initiatives relating to literacy and English across the curriculum.
- Evaluate and report on English provision to Senior Leadership, using data-driven insights to inform interventions, resource allocation, and future planning.
- Collaborate with external experts and agencies to bring additional expertise, resources, and enrichment opportunities to the English curriculum.
- Champion high standards of literacy across the school, embedding effective reading, writing, and phonics practices into all aspects of teaching and learning.

### **Leadership Administration**

- Oversee assessment records, reporting, and tracking for English.
- Ensure resources and curriculum documentation are up-to-date, organised, and accessible.
- Participate in administrative tasks related to English curriculum planning and school reporting.

### **Teaching responsibilities**

EIFA follows the French curriculum for core subjects except English Literacy from Year 1 to Year 9. English is taught in line with England's National Curriculum.

- Teach the relevant curriculum in an inspiring manner
- Ensure children are settled in well to their schooling
- Be accountable for the attainment, progress and outcome of pupils you teach and monitor every child's progress
- Set clear and challenging targets that build on prior attainment for each pupil;
- Use an appropriate range of observation, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Liaise effectively with parents and offer opportunities for them to engage in their child's learning at home
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; English or French as an additional language; and/or disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them all
- Demonstrate an understanding of, and take responsibility for, promoting high standards of literacy including the use of standard spoken English and the teaching of reading and phonics
- Make accurate and productive use of assessment to secure pupils' progress and ensure every child makes good progress.
- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect ● Manage the class effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge
- Maintain a good relationship with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive behaviour, attitude and values which are expected of pupils

- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out break, lunch and other duties as directed by Senior Management
- To ensure that educational needs of all pupils in your class are fully met and liaise with the SENCO where necessary to support children with special educational needs.
- To inform the SENCO of any concerns relating to the development of a child.
- To inform the Designated Safeguarding Lead of any concerns relating to the safety or well-being of a child

### **Team Working**

- Work with colleagues to create a stimulating learning environment for teaching and learning in the Junior School
- Work cooperatively with partner teacher to ensure curriculum is covered and pupil needs are met Participate in relevant meetings / professional development opportunities at school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice
- Ensure that Teaching Assistants working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum and pastoral functions of the school as it grows.

### **Wider Professional Responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/guardians with regard to pupils' achievements and wellbeing using school systems
- Communicate and cooperate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the School.

### **Administration**

- Register the attendance of and supervise learners, before, during and at after-school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks as required.

### **Professional Development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as a result of your appraisal.

### **Other**

- To have professional regard for the ethos, policies and procedures of EIFA International School and maintain high standards in your own attendance and punctuality
- Contribute to co-curricular life of school by running an after-school club
- Promote and participate actively in our school culture, which is positive, purposeful and professional Adhere to the expectations set out in the School Employee Handbook
- Contribute to the effective and efficient running of the school
- To attend staff meetings which may be outside working hours.
- To attend school events such as Sports Day which may be held on a Saturday.

Note This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may be modified either as your contract is altered, or if the school changes in a fundamental way. Nothing will be modified however, without your consultation.

### **Safeguarding**

EIFA is committed to safeguarding and promoting the welfare of children and young people and, as an employee of EIFA, you are expected to share this commitment.

I have read and understood the duties and responsibilities outlined in this job description.

Signature:

Name:

Date:

School Section: