



## Tips for English Leaders

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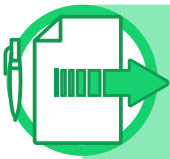
Know what your role should and shouldn't entail. If you are part of an English Team, understand what your key responsibilities are. Ensure people understand your key responsibilities of the role too; it's all too easy to be swamped with requests that are beyond your remit.



Ensure you have thoroughly probed English, so that you have a full picture of its current condition. Obtain all key documentation for your subject such as: English Policies; home learning policy; Teaching & Learning Policy; current, previous and forecasted data; School Improvement Plans & School Evaluation Forms; Ofsted reports and advisory/consultancy reports. If possible, obtain monitoring data on teaching & learning. Use the auditing tool, questionnaires and stakeholder voice tools to help you with creating a picture of the present condition of English in your school.



Use the School Evaluation Form and School Improvement Plan to identify linkage with English across the curriculum. Use this as the backbone to producing an action plan.



Generate an English Action Plan with your English Team/SLT which carefully considers the top priorities for improvement based upon your findings. You may find it helpful to break it down into areas of English or place into section e.g. phonics, writing etc. Your plan should directly reference the School Evaluation Form, which in turn will then feed into the School Improvement Plan. See the Action Plan resource for more details.



Dig deep into approaches and methodology for planning, delivering, marking and assessment. Know what best practice is and identify what is suitable for your school. Make your expectations clear and enforce them.



Monitoring and evaluation schedules should have been identified on your action plan; you may have an additional more detailed document for this. Avoid slippage of the schedule and conduct monitoring following an agreed and effective format. Always feedback your findings to those that need to know, in a timely fashion. Act upon the monitoring, what is it you now need to do? You should have timetabled in on your schedules key points of when you evaluate data and form actions from this evaluation; again, avoid any slippage.



Audit yourself as a leader using the self-evaluation tool at least twice a year. It's a great way to measure your own professional development in English Leadership and can form part of your appraisal evidence.



Know what other English Leaders are up to by arranging informal meetings with peers at local school. Share key findings and good practice with your English Team and your staff. Do weekly 2 minute stand ups in addition to any other English meetings with your English team. If you are on your own, try to arrange short stand ups with the Maths Leader, they are in a similar position of responsibility.



Do a few very necessary things and do them well. There is no point trying to do everything and not well. It will take time to imbed new initiatives.