

JOB TITLE: Curriculum Team Leader: English

REPORTS TO: Senior Assistant Headteacher for Raising Standards

Pay Allowance: MPS/UPR plus TLR 1

1. Purpose of the job

- To ensure provision of an appropriately broad, balanced, age-appropriate, relevant and differentiated curriculum for students studying English, in accordance with the aims of the school, curriculum policy and national guidance.
- To act as a Curriculum Team Leader and be responsible for leading and developing English, so that there is a consistent experience for students within the school.
- To support the development of life skills, including resilience, confidence, and independence to enhance employability skills (through the CEAIG programme) across the curriculum.

2. Main duties

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. The duties listed below are not therefore, an exhaustive list of what is required.

Strategic planning

- Support the school's ethos and values and implement agreed policies and procedures.
- To act as subject leader for a department.
- To Line Manage and direct the second in charge for the department.
- To co-ordinate and take day-to-day responsibility for the organisation and management of staff and resources within the department.
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and Teaching and Learning strategies within the team.
- To work with colleagues to formulate aims, objectives and strategic plans for the team which have coherence and relevance to the needs of students and the School Improvement Plan
- To keep up to date with national developments within the curriculum area, as well as best practice in teaching methodology.
- To participate in the recruitment process for departmental staff.
- Supervise the work of any support staff, including teaching assistants, learning support assistants and support teachers, who are assigned to work with the department.
- To manage the departmental budget and take responsibility for the ordering, maintenance, security and management of all resources within the department.
- To undertake performance management duties and ensure that teaching and learning matches current best practice and requirements from the Teachers' Standards.

- To ensure the completion of all departmental administration relating to internal and external examinations.
- To be accountable for examination results.
- To implement and adhere to all school policies and procedures.
- To devise and maintain appropriate departmental policies which link effectively to school policies.
- To lead and contribute to departmental meetings, discussions and management systems necessary to co-ordinate the work of the department and integrate this into the work of the school as a whole.
- To represent the interests of the department at Team Leader and other appropriate meetings.
- To prepare an annual Team Improvement Plan linked to the overall school priorities.
- To undertake team self-evaluation, reporting as necessary to SLT and Governors.
- To lead on the monitoring of student targets within the team.
- To co-ordinate and measure the impact of intervention strategies.
- To be responsible for the welfare and management of behaviour of all students when they are being taught within the department.
- Perform the duties of a form tutor.
- Maintain the day-to-day management, control and operation of provision, including the effective deployment of staff and resources.
- To actively analyse data, monitor, and follow up student progress with intervention strategies.
- To lead and manage the planned activities of the team to reflect the needs of students, the school and the Trust.
- To foster and oversee the application of ICT to aid learning within the curriculum area.
- To ensure the appropriate Health and Safety policies and practices, including Risk Assessments, are carried out and update where necessary, therefore liaising with the School Business Manager.

Curriculum provision and development

- To liaise with the SLT to ensure the delivery of an appropriately ambitious, comprehensive, high quality and cost effective curriculum.
- To construct an English curriculum that is planned and sequenced towards culminating in sufficient knowledge and skills for future learning and employment.
- To ensure students are prepared thoroughly for their futures, they can recognise risks, and can understand that they have the power to make safe choices.
- To support curriculum development which enables the school to meet its curriculum intent in English.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To work closely with other Curriculum Team Leaders, to ensure that the best practice in the delivery of the curriculum is embedded across the school.

Staff development

- To work with the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- Through curriculum team meetings, promote teamwork and motivate staff to ensure effective working relations.

- To ensure effective support is given to teachers teaching English. Through quality assurance, help to establish common standards of practice across English and develop the effectiveness of teaching and learning styles.
- Identify resource needs and contribute to the efficient/effective use of physical resources.

Communications

- To ensure effective communication as appropriate with the parents/carers of students.
- To liaise with partner schools, Further Education providers and external providers.

Person specification

The successful candidate is likely to be a person who:

- is a talented and successful classroom practitioner, committed to raising standards of achievement;
- has leadership skills and can work effectively with all staff;
- has good inter-personal and communication skills;
- is keen to initiate and innovate;
- has the drive and commitment to motivate students;
- has high standards and expectations of students and themselves;
- has a commitment to raising standards of achievement across the curriculum for all students;
- will be able to make a contribution to the wider education of students at the school.

Job context

The school welcomes teachers of a high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school's development and, therefore, to the progress of all students. All teachers should be able to demonstrate competence against the relevant professional standards. It is expected that competence will be further developed as a teacher's career progresses.

Teachers in the upper pay range can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, post threshold teachers will make a sustained and substantial contribution by, for example:

- providing a role model for professional practice in the school;
- making a distinctive contribution compared with other teachers;
- contributing effectively to the wider team and across the school.

All teachers, except those who are newly qualified, will have varying degrees of responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

Review of duties

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

Miss D Loveridge
Headteacher