

## JOB DESCRIPTION



<b>JOB TITLE:</b>	<b>CURRICULUM LEADER - ENGLISH</b>
<b>REPORTS TO:</b>	<b>Headteacher / SLT</b>
<b>Salary:</b>	<b>Teachers Leadership L7 – L11</b>

### 1. MAIN PURPOSE OF JOB

The main purpose of the Curriculum Leader is to maximise student progress and to create and lead a purposeful and successful learning environment where the Department functions as a co-operative, happy and successful working team.

### 2. CORE RESPONSIBILITIES, TASKS & DUTIES:

- To lead and be accountable for learning and progress in the Department and to ensure that all members are following work schemes and examination specifications.
- To devise and review in consultation with colleagues, schemes of work and decide on examination courses.
- To develop pedagogy within the department to ensure best practice is embedded within and across the teaching team.
- To take particular responsibility for Key Stage 5 English.
- To delegate tasks, where appropriate, to members of the Department and in particular with regard to English in Key Stages 3 and 4 with the respective Key Stage leaders.
- To present oneself as a leading professional in his/her area of responsibility.
- To have well developed strategies to ensure that all learners (students and adults) are actively engaged in the learning process, inspiring others and driving a vision of continuous improvement.
- To monitor the work of the department to ensure appropriate standards of teaching and learning, assessment and reporting. To support colleagues in dealing with any difficulties, advising and intervening where necessary.
- To be accountable for student progress and development within the subject area, using audit information to set clear goals for others and holding them accountable. To take corrective action when activities fail to deliver the expected results. To use performance data to identify where improvements can be made. To offer and evaluate a range of solutions based on sound analysis of the facts.
- To develop effective working relationships with all colleagues.
- To plan ahead to anticipate developments and resource implications. To prioritise and delegate work (especially to colleagues on UPS3) to ensure that deadlines are met. To recognise and respect the diverse range of the contributions of individuals.

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- To liaise with the Key Stage Leaders to ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head teacher of the school.
- To encourage others to assess their own capabilities objectively. To provide feedback, coaching or advice on professional development in consultation with the INSET co-ordinator.
- To advise on student groupings and the allocation of teaching staff and rooms in line with departmental and school policy. To ensure suitable work is available in situations of unexpected absence.
- To be a member of the School's Senior Leadership Team (SLT) and to support SLT members as required.
- To aid the Induction tutor with the monitoring and support of NQTs in the department in line with the requirements for the completion of QTS.
- To ensure that all administrative work is carried out effectively. To allocate work to support staff as appropriate. To monitor the fair use and condition of all facilities and equipment within the department, ensuring inventories are up to date.
- To undertake any other duty as specified by STPCD not mentioned in the above.

	Essential	Desirable	Evidenced A – Application I – Interview R – references P – Presentation
Be educated to good Honours degree level and have taught across the age and ability range, up to and including A level	✓		A
Be committed to raising standards of achievement and participation in English and to promote English across the school	✓		I, R
Be able to promote a creative learning culture which embraces new technologies and promotes skills development among students	✓		A, I
Have line management experience or have responsibility for an area of development or specific initiative	✓		A, I
Be able to work closely with range of staff within school		✓	A, I
Have evidence of recent CPD relevant to a leadership post and a thorough knowledge and understanding of current, relevant educational issues		✓	A, I
Exemplify the highest professional standards and act as a role model and ambassador for the school demonstrating excellent oral and written communication skills	✓		A, I, R
Possess excellent leadership and management skills with the ability to inspire, lead and work in a variety of teams	✓		A, I, R
Be committed to raising student aspiration and achievement	✓		A, I
Work positively and in partnership with parents, governors and the community	✓		A, I
Be an agent for change and innovation	✓		A, P, R
Possess a positive approach to school improvement and excellence and have high expectations of yourself and others	✓		A, I, R
Be an excellent communicator	✓		A, I, R
Be a leader able to deliver a vision but also complete detailed plans and meet deadlines	✓		P, R
Lead by example and challenge underachievement effectively through support and accountability dealing sensitively to resolve conflicts and problems	✓		A, R
Promote Equal Opportunities and safeguarding	✓		R, I
Demonstrate understanding of the issues affecting 11-18 year old pupils.	✓		A, I
Proven record of a positive approach	✓		A, I, R
Record of excellent achievement in results, student progress and classroom teaching	✓		A, R
Leadership of, or contribution to, extra-curricular visits and activities	✓		A, R