



St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Curriculum Leader

Blessed Robert Sutton Catholic Voluntary Academy is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to:	The Headteacher
Grade/Salary:	Main Pay Scale/Upper Pay Scale
Allowance:	Teaching and Learning Responsibility Payment
Contract Type:	Permanent, full time
Location:	Blessed Robert Sutton Catholic Voluntary Academy, Bluestone Lane, Stapenhill, Burton on Trent, DE15 9SD

Core Purpose

The core purpose of the role of Curriculum Leader will take lead responsibility for providing leadership and management for English to secure:

- › High-quality teaching
- › Effective use of resources
- › Improved standards of learning and achievement for all

Specific areas of responsibility and key tasks

Strategic direction

- › Develop and implement policies for English in line with our Academy's commitment to high-quality teaching and learning
- › Promote the subject, its importance, and the value that it brings across the Academy
- › Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement
- › Use this understanding to feed into the Academy development plan and produce an action plan for the subject
- › Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject



- › Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the Academy's values, visions and aims
- › Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- › Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- › Use additional staff in the English department to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- › Liaise with our feeder primary Academy on the transition of the subject to secondary Academy to ensure that progression is built into the curriculum
- › Liaise with the St Ralph Sherwin Catholic Multi Academy Trust within subject groups on subject-related events, projects and activities

Leading the curriculum

- › Develop and review regularly the vision, aims and purpose for English
- › Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress
- › Ensure the planned curriculum is effectively and consistently implemented across the Academy
- › Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- › Have an overarching responsibility for pupils' achievement and standards in English

Leading and managing staff

- › Establish an effective team and hold regular meetings on English to keep staff informed on any developments or changes
- › Provide support to staff regarding teaching and learning, resources, and planning in English
- › Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well English is being implemented and how well it is delivered across the Academy
- › Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in English
- › Coach and model team teaching
- › Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- › Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- › Take responsibility for performance management for your team, appraising staff in line with the Academy's appraisal policy
- › Contribute to timetabling and manage setting pupils into attainment groups



**St Ralph
Sherwin**
Catholic Multi Academy Trust

Efficient and effective deployment of resources

- Provide support with textbooks and library books in English
- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in pupils
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home when required

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.



Person Specification

Curriculum Leader

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
Qualifications and Experience	Degree	✓		A
	Qualified teacher status	✓		A
	Successful experience of subject leadership	✓		A
	Teaching experience	✓		A
Skills and Knowledge	Expert knowledge of the National Curriculum, particularly the English curriculum	✓		A & I
	Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve	✓		I
	Awareness of local and national organisations that can provide support with delivering the subject	✓		I
	Ability to build effective working relationships with staff and other stakeholders	✓		I
	Ability to adapt teaching to meet pupils' needs	✓		I
	Ability to build effective working relationships with pupils	✓		I
	Knowledge of guidance and requirements around safeguarding children	✓		I
	Good IT skills	✓		I
	Effective communication and interpersonal skills	✓		I
	Ability to communicate a vision and inspire others	✓		I
Personal Qualities	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the Academy	✓		I
	Uphold and promote the ethos and values of the Academy	✓		I
	Ability to work under pressure and prioritise effectively	✓		I



	Commitment to maintaining confidentiality at all times	✓		
	Commitment to safeguarding and equality	✓		

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____