**Job Description**

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| **Role** | Curriculum leader for English | **Base Location** | | **MES** |
| **Pay Scale** | Refer to advert | **Reports to** | | Deputy Headteacher and Trust lead for English |
| **Purpose** | **The specific responsibilities of the role will be reviewed annually in the context of a growing school and may be amended in discussion with the postholder.**  In addition to the requirements of a main scale/UPR teacher (as appropriate):   * Developing, alongside relevant trust leads, the curriculum intent for English * Leadership of the curriculum implementation for English * Contributing to the wider development of whole school curriculum intent and design, modelling best practice and expertise in curriculum design and implementation to other curriculum leaders. * Contributing to shared curriculum planning and assessment as appropriate within the school and wider Trust. * Line managing staff and TLR holders in the English team, and other staff as appropriate. * Ensuring that monitoring, evaluation and professional coaching is effective in supporting staff performance, academic standards and the personal development and wellbeing of the students. * Writing and enacting Department Improvement Plans to address identified priorities. * Ensuring compliance with Health and Safety requirements within the subject area. | | | |
| **Scope** | **Staff responsibilities:** | | **Financial accountability:** | |
| Line management of the English team and others as directed by the Headteacher | | Departmental budget | |
| **Relationships** | The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to Trust leadership, school leaders and colleagues in other Trust schools, school staff, students, parents/carers and external agencies as required. | | | |
| **Supporting Maiden Erlegh Trust** | The postholder will be required to contribute to wider strategic decisions relating to English provision across the secondary Hub and the wider Trust.  The post holder may be required to support other schools in the Trust. | | | |
| **Main duties and accountabilities** | **The specific responsibilities of the role will be reviewed annually in the context of a growing school and may be amended in discussion with the postholder.**  **Initially, the postholder will be responsible for:**  **Leadership and management**   * The engagement of students and staff with the Trust values and ethos. * The implementation of school and Trust policy and regulations regarding behaviour, classroom routines, presentation of self and work, attitudes to learning and punctuality. * Sharing strategic leadership of the school with other middle and senior leaders and attending and participating positively in relevant meetings and discussions. * Effective line management of Head of Key Stages/ Subjects and support staff, where appropriate. * Adopting a collaborative approach with other middle leaders to ensure that teaching, learning and assessment as well as behaviour management are consistently led across the school. * Implementing school policies relevant to the subject including those relating to behaviour, homework and assessment. * Contributing to departmental recruitment and induction in a timely way, ensuring that all statutory requirements are met. * Lead team meetings so that the focus is on classroom practice and staff development in line with the Department Improvement Plan and School Improvement Plan. * Leading whole school CPD as requested. * Ensuring that monitoring and evaluation is effective in terms of staff performance, academic standards and the personal development and wellbeing of the students. * Ensuring that staff are properly appraised (within the timescales given) through the agreed performance management systems and that appropriate training is provided to meet identified needs and/or professional development aspirations. This includes the accurate, and continuous evaluation of staff performance, and when necessary, following the capability procedure. * Supporting the development of ECT’s and new staff within the department to support the growth of the team going forward. * Write and implement the Department Improvement Plan to address the identified priorities and to feed into the School Improvement Plan. * The organisation and evaluation of departmental events eg: walking talking mocks, theme days. * The proactive and positive communication with staff, students and parents using a variety of different media. * The provision of information required by the Headteacher or member of the School Leadership Group. * Undertaking agreed duties before and after school and during unsupervised time.   **Student outcomes**   * Ensuring that all students make the best possible progress from their starting points and that any differences in performance are identified early and actions are taken to reduce them rapidly. * Reviewing performance critically with the Head of Key Stage/ Subject at each data collection point and after examinations so that effective development strategies are implemented rapidly. * Working closely with the Senior Leader responsible for standards management of the subject to ensure that students are supported and challenged in an effective and timely way. * Students are enthused by the subject and show pride in their participation, presentation and work generally.   **Quality of teaching, learning and assessment**   * Ensuring the quality of teaching and delivery of lessons across the department is consistently highly effective. * Identifying best practice and ensuring that this is shared across the team. * Identifying underperformance and intervening early with colleagues who need support. * Ensuring homework is set in line with school procedures and that it is meaningful, stimulating and challenging. * Managing necessary adjustments to teaching and learning with respect to any curriculum or specification changes. * Ensuring that assessments in all year groups are standardised (internally and externally) and that current attainment and predictions are accurate. * Ensuring that students receive appropriate feedback in a variety of forms such they understand and act on advice regarding how to improve in the subject. * The shared responsibility, with the other middle leaders, for the care of the internal and external environment of the school(s), health and safety of students. * Keeping up to date with latest pedagogical research and developments and benchmarking the team’s practice against best practice in school and in other establishments. * Providing appropriate enrichment and extra-curricular learning opportunities for students,   **Behaviour, attendance and safety**   * Ensuring the culture and ethos in the department is in line with that of the Trust – calm, purposeful, positive and aspirational. * Supporting departmental staff to take full responsibility for the conduct, behaviour for learning and attendance/punctuality in their groups. * Ensuring student effort, commitment and progress is recognised through the use of house points, certificates, letters of praise, and meetings with senior staff * Monitoring and acting on the detailed record of incidents which occur within the department and ensuring that all staff follow the Behaviour, Anti-Bullying and Equalities policies consistently. * Ensuring compliance with Health and Safety, Safeguarding and Equality requirements within the subject area. * Ensuring that curriculum areas are appropriately supervised during unsupervised time.   Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder  **The postholder will be accountable for:**   * The standards reached by all students including the disadvantaged, those with special needs and the more able in the subject throughout each key stage. * The reduction and/or removal of any differences in performance of groups of students. * The development and implementation of an aspirational curriculum. * The standard of teaching, learning and assessment in the subject. * The development of a positive and aspirational team which contributes positively to the culture and ethos of the whole school/Trust. * The consistent implementation of school policy in the subject. * The effective use of resources. | | | |

**Person Specification**

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| **Role** | Curriculum Leader for English | **School/Department** | MES |
| **Grade** | Refer to advert | **Group Size** | School Group Size 8 |
| **Qualifications, training and education** | * Good quality honours degree. * PGCE, or equivalent, in secondary education. * QTS. | | |
| **Experience** | **Essential:**   * Proven success of teaching English at KS3, KS4 and KS5. * Be an existing Head of Key Stage/ Subject   **Desirable:**   * Experience of line management of curriculum teams. * Success at mentoring ECT’s & new staff. | | |
| **Skills and abilities** | * Strong subject knowledge. * A thorough understanding of what makes an aspirational curriculum. * An understanding of what makes outstanding teaching and learning, and the ability to put this into practice. * An ability to use data to monitor student progress and inform curriculum planning. * Familiarity with progress data. * An understanding of best practice when quality assuring the work of the department. * The ability to put effective intervention in place for under-achieving students. * An understanding of the qualities of a successful scheme of work and the key principles of assessment. * The ability to coach and mentor other teachers. * An ability to forge good working relationships with staff and students. * Organisational skills. * Knowledge and understanding of current developments in subject teaching and also of wider educational issues. * Well-developed behaviour management skills. * Ability to work hard under pressure. * Able to prioritise to meet deadlines. * Committed to continued personal development. * Commitment to contribute to the wider life of the school. | | |
| **Requirements specific to the role** | All staff are expected to be committed to safeguarding, equality and promoting the welfare of children and young people and to be aware of local safeguarding policies and procedures and to report any concerns or information received as required. | | |

**The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.**

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| **Signed:**  **Post holder** |  |
| **Date:** |  |