



Job Title	Curriculum Leader for English
Primary Responsibility	Improving student outcomes by raising the impact of teaching and learning within the English Department
Salary	Main scale / UPS + TLR 1

Job Purpose Take responsibility and accountability for the day to day leadership and management within the English Department.

Develop teaching and learning across the department.

Support the professional development of English teachers.

Line manage identified colleagues.

Assist in the smooth running of the school and the faculty.

Line Management

Responsible to: Director of Faculty

Liaison with: Headteacher and the Leadership Team

Responsible for: Teaching staff within the English Department

The post-holder will carry out all teaching and other related duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.

This job description may be subject to review, after consultation, at the request of the Headteacher.

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Leadership and management

- Support and implement the vision and ethos of the school.
- Contribute to, implement and evaluate the success of School Development Plan relevant to your TLR area.
- Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management.
- Ensure policies are translated into practice by the team and that you bring to the attention of the Leadership Team any which may need revisions or amendments.
- Together with the Leadership Team, lead on the school self-evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement.
- As appropriate contribute to the writing of self-evaluation and policy documents.
- Manage effectively the transition of pupils to and from your phase and within it.
- Promote cross curricular approaches to teaching and learning.
- Be a proactive and effective member of the middle leadership team.
- Be an effective role model for your team in terms of teaching, behaviour and classroom management.

Teaching, learning and assessment

- To lead the development of appropriate programmes of study, schemes of assessment, resources, marking, assessment, teaching and learning strategies in the department.
- To actively monitor and follow up student progress.
- To ensure that assessment decisions are standardised across all department teachers and reflect accurately national standards, including accurate reporting to students, parents and the Leadership Team.
- To implement school policies and procedures.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To establish the process of the setting of achievement targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning in all subject areas within the department.
- To contribute to the school procedures for lesson observation/learning walks and work scrutiny.
- To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant Deputy, to support the Department's collection of data.
- To provide the Governing Body with relevant information relating to the Departmental performance and development.

Resource Management

- The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To liaise with the Director of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To lead curriculum development for the whole department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Director of Faculty to maintain accreditation with the relevant examination and validating bodies.
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

Staffing

- To implement School quality procedures and to ensure adherence to those within the department.
- To work with the Director of Faculty to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake teacher appraisals and to act as reviewer for a group of staff within the designated department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

Other

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards, Awarding Bodies and other relevant external bodies.
- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Headteacher, Deputy and assistant Headteachers