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| **Post:** Curriculum Team Leader English  |
| **Responsible to:**  SLT Line Manager |
| **Core Purposes:*** The English leader, in collaboration with the SLT will determine the strategic direction and development of English across the academy. They will be expected to keep abreast of developments within the various curricula.
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| **Job Description*** The duties outlined in this Job Description are in addition to those covered by the latest ‘School Teachers’ Pay and Conditions Document.’ It will be reviewed regularly with you, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.
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| **Responsibilities:*** To lead the work of learning and teaching within the English subjects for Years 7-11.
* To be responsible for the line management and performance of teachers in the department
* To support the QA process by completing the necessary activities as directed by the Head of Teaching & Learning
* To ensure that the ICT area works towards common standards, aims and objectives which are compatible with the academy’s aims.
* To have an up-to-date knowledge of developments and innovations in the subject(s).
* To develop the curriculum and the implementation of the National Curriculum in Key Stages 3 and 4.
* To ensure good and varied learning and teaching practices prevail and to monitor standards within the department to ensure all students have access to the curriculum.
* To maintain up-to-date documentation, with particular reference to Schemes of Work, SEF and Departmental Development Plan.
* To supervise the preparation of lesson and revision of materials.
* To build on established good practices in the development of policies and practices in marking, recording and assessment (including National Curriculum assessment) and profiling and to monitor and evaluate these.
* To have an overview of display in the English department.
* To manage the budget and resources of the department effectively.
* To establish links with primary schools to ensure continuity and progression in the National Curriculum.
* To be a Form Tutor or Associate Tutor and member of the CTL group.
* To carry out a share of academy supervisory duties in accordance with published rotas.
* To chair or participate in appropriate meetings with colleagues and parents relating to the above duties.
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| **Selection Criteria*** Proven ability for the successful teaching within English and the ability to organise and deploy staff and resources.
* To have an up-to-date knowledge of recent subject developments.
* Evidence of the ability to lead and initiate ideas in order to implement the National Curriculum at Key Stages 3 and 4.
* The ability to manage the education of students of all abilities effectively to ensure access to the curriculum.
* The ability to lead and work as a member of a team.
* To have an understanding of using and developing technology in a multi-faith community.
* To have an understanding of the pastoral needs of students from a variety of backgrounds.
* A willingness to be involved in Primary/Secondary liaison.
* Evidence of the ability to co-operate with colleagues, students and parents in differing situations.
* Commitment to the academy’s and the Authority’s Equal Opportunities Policies, and to teach in the context of these.
* Commitment to the vision and ethos of the academy.
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| **NOTES:** 1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use time in accordance with the Academy’s needs as identified by the Headteacher/Line Manager.
3. This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Job descriptions will be reviewed annually.
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