

Post Title	Subject Leader – KS4 English
Salary Range	TLR 2B
Accountable to	Deputy Headteacher
Leading & Managing	
Working Time	Full Time
Liaising with	Leadership Team, other Subject Leaders, Associate Assistant Heads of Faculty, Student Support and relevant staff with cross-School responsibility and teaching teams
Purpose	<ul style="list-style-type: none"> <li>Lead the development of the curriculum area and contribute to faculty policy and practice.</li> <li>To be committed to providing a first class education to each and every student that attends Kingsbury School.</li> <li>To be accountable for student progress and development within the curriculum area.</li> <li>To be a role model of professionalism and good practice</li> <li>To develop and enhance the practice of others.</li> <li>To be accountable for leading, managing and developing the curriculum area.</li> <li>Promote and support the safeguarding and welfare of children at the school.</li> </ul>

## ***Leading, managing and developing the curriculum area by:***

- Arranging curriculum team meetings, as required, with appropriate agendas and minutes
- Reviewing curriculum policy and practice
- Overseeing resource and asset management in the curriculum area;
- Overseeing the budget of the curriculum area and ensuring it meets the needs of students and staff
- Ensuring that curriculum development is ongoing and takes account of local and national agendas
- Overseeing the risk assessment and health and safety procedures across the curriculum area

## ***Making an impact on the educational progress of students beyond those directly assigned by:***

- Ensuring that students receive their entitlement to a broad and balanced curriculum which meets the requirements of the National Curriculum
- Co-ordinating the work of a team of subject teachers to ensure continuity and progression
- Ensuring that students experience an educational programme that meets their particular needs as identified through a robust assessment system
- Ensuring that data is used to inform curriculum delivery and support student progress
- Ensuring that challenging attainment targets exist for individual students within the curriculum area
- Ensuring that student progress is tracked effectively and appropriate interventions are made where students are underachieving
- Implementing and supporting inclusion within the curriculum area, liaising with support staff where appropriate
- Contributing to cross curricular initiatives within the faculty and beyond
- Contributing to relevant sections of the SEF

## ***Leading, developing and enhancing the teaching practice of others by:***

- Promoting a clear vision for the curriculum area which embodies high expectations of staff and students
- Developing collaborative approaches to long, medium and short term planning and curriculum delivery
- Modelling good practice in teaching and learning
- Supporting colleagues in promoting a positive climate for learning

- Monitoring the impact of teaching and learning within the curriculum area and sharing judgements with teachers as appropriate
- Identifying key professional development needs for those line managed and ensuring that these are addressed through the provision of high quality coaching and mentoring
- Contributing to Governing Body reports and other meetings as required.

#### Behaviour and Safety Responsibilities

- To be familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officer.
- To ensure the Behaviour Management system is implemented in their Key Stage so that effective learning can take place.
- To monitor student attendance together with students' progress and performance, with the Form Tutor, in relation to targets set for each individual ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To contribute to citizenship, enterprise and other cross-curricular issues according to School policy.
- Make referrals to Pastoral and Learning Support teams on issues affecting learning and progress
- Make contact with parents/carers to discuss student achievement

#### Other Specific Responsibilities

- To play a full part in the life of the School community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example.
- To continue personal professional development as agreed.
- To engage actively in the performance review process.
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above