LAURUS

TRUST

Job Description & Person Specification

KS3 Curriculum Leader of English





Key Stage 3 Curriculum Leader of English

Salary: Teachers Pay Scale plus TLR2 (dependent on experience)

Purpose of the post

To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.

To whom the post holder reports

Leadership link and Trust Director where appropriate

Generic responsibilities - to meet all the Teacher Standards including the following specific duties:

- Prepare and teach lessons of a high standard to the students assigned to him/her:
  - Following designated programmes of study
  - Carrying out the necessary assessments
  - Providing information/comments for records
  - Monitoring students in accordance with agreed departmental strategies
- Maintain discipline in accordance with school policies and demonstrate good practice in the classes taught with regard to attendance, appearance, uniform, punctuality, behaviour, homework etc.
- Contribute to the corporate tasks of development, record keeping, monitoring, evaluation of lessons and maintenance of materials
- Participate in the applications of the departmental homework policy which includes setting, marking of homework and monitoring homework diaries
- Work closely with and consult those teachers who are also responsible for similar curriculum areas, ensuring continuity and progression for students
- Engage in continuous professional development in relevant areas.

Teaching and Learning responsibilities

1. **Focus systematically on teaching and learning**
   - Establish link between improvements in teaching and learning and high standards in KS3
   - Identify development priorities which contribute to the SIP.
   - Identify appropriate courses and drive course and curriculum development
   - Be responsible for the ordering, distribution, control and maintenance of departmental stock and equipment
   - Impact on educational progress beyond the teacher's assigned pupils
   - Have accountability for leading, managing and developing a curriculum area or pupil development across the curriculum

2. **Base improvement activity on evidence about relative performance**
    - Use the quality assurance process to identify strengths and weaknesses in performance
    - Take responsibility for the maintenance of good order in departmental lessons and to liaise with pastoral and other staff
    - Use pupil data to plan for improvement in:
        - Individual pupil performance
        - Class performance
        - Performance of targeted groups – e.g. boys / girls / borderlines
    - Impact on educational progress beyond the teacher's assigned pupils

3. **Build collective collaboration and develop leadership**
    - Collaborate in the production of a clear vision for the direction of the department based on the school's mission statement and objectives
    - Consult and negotiate over responsibilities within the department
    - Participate in appropriate subject leader training to improve leadership and management expertise.
    - Line Appraisal and Quality Assurance guideline
    - Encourage the development of the varied ICT opportunities available to the school.

4. **Involve collaboration with other organisations**
    - Take up opportunities to join networks

5. **Create time for staff to work together**
    - Contribute to in-service and professional learning meetings
    - Promote collaborative working and support colleagues developing work in planning, teaching and evaluating lessons
    - Manage meetings to ensure collaborative time for work on teaching and learning
    - Contribute to in-service and CPD meetings
    - Lead, develop and enhance the teaching practice of others

6. **Embed the improvement in the school's systems and practices**
    - Ensure that the departmental Action Plan delivers the requirements of the School Development Plan and is regularly monitored and reviewed
    - Ensure that lines of communication within and outside the department are efficient and effective
    - Assist in the management of the reward system that we operate
    - To develop and promote extracurricular links and activities

Specific departmental responsibilities

- Responsibilities to be decided on consultation with the successful candidate.

As a leader in the Laurus Trust you will:

- show unswerving commitment to the shared vision and values
  badge on shirt
- demonstrate impeccable standards of competency within areas of expertise.
- focus on learning
- have a sense of urgency for sustainable results
  does whatever it takes
- challenge the status quo
  eye on the horizon
- strive for autonomy whilst securing accountability
  develops agency in others
- focus on team over self
  demonstrates self-sacrificial leadership

- commit to continuous improvement for self and others
  recognises that better is possible
- build trust through clear communication and expectations
  develops commitment to the vision in others

As your sphere of influence grows, so grows your responsibility for stewardship of these guiding principles and qualities.

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Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
1. Education and training	Qualified teacher status Degree or equivalent in relevant subject (2.2 or better)		Application form
2. Relevant Experience	Experience of teaching English at KS3 and KS4	Experience of teaching at KS5 Have written schemes of learning and created supporting resources.	Application form / supporting statement / interview / presentation
3. Knowledge and skills	ICT literate Evidence of setting and assessing clear objectives Principles and practices of effective teaching and learning Preparation of schemes of work and lessons Knowledge and understanding of subject area(s) Principles and practices of monitoring/assessment/evaluation The application of information and communications technology (ICT) to learning and teaching in subject area(s) Knowledge of formative assessment techniques		Demonstration lesson / interview / letter of application
4. Classroom management	Confident and innovative teaching. High expectations of pupil behaviour and establishment of a clear framework to promote self control and independent learning		Demonstration lesson / interview
5. Personal and Professional values	Enthusiastic and able to engender enthusiasm in others Ability to work as a member of a team A high degree of personal organisation Good communication skills Professional approach Flexible Approachable Effective communication and organisational skills Initiative Energy, optimism and enthusiasm Ability to be a team player Commitment to an inclusive ethos with the view that “Every Child Matters”		Interview / demonstration lesson / letter of application

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The Trust is committed to safeguarding and promoting the welfare of children

and expects all staff to share this commitment.

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