#### Post Title : Curriculum Area Leader - English

#### Responsible to : Assistant Principal

**Allowance : MPS/UPS plus TLR 1B**

**RESPONSIBILITIES**

***Job purpose:****To lead the team in providing high standards of teaching, student achievement and progress, promote a positive learning environment and monitoring the personal development and academic progress of each student within the Subject Team.****Responsible for:****The academic achievement and wider experiences/attitudes of students within the curriculum subject.*

***Duties:*** *The duties and responsibilities outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Principal/Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.*

**As Leader of the English Department:**

* Establish clear expectations of student achievement and progress, through effective target setting and monitoring against national benchmark data and implement school assessment and target setting policies and make effective use of data to monitor, evaluate and secure the highest possible achievement and attainment of pupils in the subject.
* Be inspirational to all other English teachers demonstrated through effective leadership and teaching excellence.
* You will lead on and support your team with curriculum across all key stages that is rigorous and enjoyable. It will also be accessible to all learners and allow all students to make expected progress or better.
* Build, drive, communicate and implement a shared vision within the Team.
* Ensure that the curriculum is appropriately resourced to maximise student progress.
* Produce and maintain the Department SEF and subsequent action plans including reviews and attendance to achievement meetings.
* Advise on the timetable needs of the subject(s), including accommodation, groupings of students and deployment of teachers and TAs, etc.
* Be responsible for continuously improving the quality of teaching and learning in the department and the implementation of necessary quality assurance processes.
* To create an effective team by promoting collective approaches to problem solving and curricular/department development.
* Lead and ensure that schedules of rigorous assessment are in place to monitor student performance and that these are adhered to by all teachers of English.
* By personal example and practice, establish high expectations and standards for both staff and students in line with the Team’s and school’s policies.
* Lead initiatives as appropriate, e.g. Team meetings, assemblies, CPD sessions or anything else deemed necessary to support English progress and outcomes.
* Contribute to the performance management of subject teachers/other leaders within the team as per the academy performance management process.
* Lead any area of English that is deemed necessary to support student outcomes and the department vision.
* To identify and applaud areas of success for individual teachers and the department.
* Analyse reporting and assessment data to inform future planning and interventions so that all students achieve their potential.
* Monitor and review the effectiveness of the content delivered across the department.
* Ensure agreed Trust directives for improving English are implemented successfully at department level.
* To chair and produce the agenda for effective department meetings. To ensure minutes are made, kept secure and others informed as appropriate.

**To lead and develop English within the Academy:**

* To plan and teach English effectively and creatively across the age and ability range.
* To monitor and track the progress of students across the age and ability range and ensure that tracking documents are available for all and used by all staff in the English team.
* To ensure pupils are assessed as per department and Academy policy and use the assessments to motivate pupils and set targets to enhance student learning.
* To attend assemblies and lead English team meetings.
* To promote English in the Academy and manage and contribute to extra–curricular and enrichment activities in English.
* To lead the English team with resourcing by ensuring that schemes of learning are available and suitably resourced to support learning.
* Ensure that the Team’s physical environment promotes and celebrates learning and achievement.

**Staff management**

* Encourage, facilitate and focus the Team’s attention upon developing and maintaining a high standard of teaching and learning.
* Establish clear and positive expectations and routines of teachers within the Team and House.
* Monitor and evaluate the practice across the Team to celebrate good practice and ensure consistency.
* Keep the Team informed of curriculum and pedagogical developments, at a local and national level.
* Support the professional development of subject teachers through PM, inset, coaching, sharing good practice.
* Contribute to the PM of staff through discussion with the Leadership Team.
* Ensure that the Team has ownership and understanding of whole school and Team policies.
* Support subject teachers and tutors in matters of discipline and the maintenance of standards.
* Monitor all information from teachers/tutors and check that action is taken where necessary, which may include liaison with the Student Support Assistant and parents.
* Establish a positive annual cycle of self-improvement in line with whole school policy: self-evaluation, Team Development Planning,  PM, monitoring and evaluation.
* Ensure that individual teachers are aware of data relating to the progress of their students and act on it to secure improvements.
* Update the team of changes to school policy.
* Day to day management of staff within the Team/House and act as a positive role model.

**To support the development of pupils at Nene Park Academy to ensure that all pupils achieve their potential during their time at the Academy:**

* Ensure effective and high-quality communication between the English staff and parents.
* Ensure that parents are informed of issues affecting the progress of their child.
* Communicate with parents to ensure that they are engaged in their child’s education.
* Oversee the reporting of progress to parents.
* To report to parents on pupil progress as per department and Academy policy.
* To be a form tutor.
* To undertake supervision duties at break time, before school and after school, as directed by Senior Leadership.

*The job description is subject to review and may be changed following consultation with the post holder.*

The post holder will have a shared responsibility for the safeguarding of all children and young people.  The post holder also has an implicit duty to promote the welfare of all children and young people.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the school’s financial regulations.  This will involve complete monthly monitoring reports and where necessary liaison with the Finance Team.

*The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.*