

Ref: MM01a

Deputy Curriculum Leader of English – Job Description

Job Title:	Deputy Curriculum Leader of English
Responsible for:	Assisting the Curriculum Leader in the development and implementation of the English curriculum
Salary:	Salary to be negotiated according to the post holder's strengths and experiences

Overall Job Purpose

As a member of the Teaching Team, to take a leading role in the establishment and implementation of Trinity Academy's curriculum to ensure that the Academy becomes one of the best schools in South London and that all pupils achieve their full potential.

Accountabilities – Specific

- To assist the Curriculum Leader in ensuring that English lessons have breadth, balance and progression, provide pupils with their full academic entitlement, are sufficiently flexible and customised to meet the changing needs of individuals and groups and that there are highly tailored programmes for pupils with different and specific educational needs.
- To teach English lessons to specific classes.
- To teach additional subjects to specific classes, as required.
- Work with the Curriculum Leader and Teaching Team to ensure the development and successful implementation of the English curriculum.
- Ensure that pupils develop high-level skills in oracy, literacy, numeracy and ICT.
- Work with the Curriculum Leader and Teaching Team to ensure that challenging individual learning targets are set and that progress towards these targets is regularly monitored.
- Working with the Curriculum Leader and the Teaching Team, to develop and implement robust and effective systems for tracking pupil progress within Trinity Academy's Curriculum.
- To contribute to the monitoring and analysis of the impact of learning and progress of all pupils across the English curriculum.
- To contribute to the identification of underperforming pupils and groups of pupils.
- To implement effective and timely learning interventions in respect of underperforming pupils.

- To have responsibility for a specific Key Stage within the English department.
- To line manage specified members of staff, as required.
- To carry out robust self-evaluation and analysis of impact.
- Ensure that curriculum provision promotes the spiritual, moral, social and cultural development of pupils.
- To develop and implement subject specific extra-curriculum and enrichment opportunities.

Accountabilities – Generic

- Undertake teaching commitments, either as lead practitioner or as classroom support, as directed by the Principal.
- To ensure that all teaching is delivered in accordance with the Teachers' Standards and in line with Trinity Academy policies, procedures and guidance.
- Ensure that all pupils receive excellent pastoral care and support.
- Contribute as required to the Academy enrichment programme.
- Serve as a role model based on high standards and professional conduct.
- Be aware and comply with policies and procedures relating to equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.
- To comply with the Academy's Code of Conduct.
- Maintain confidentiality in relation to all work undertaken.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people and with regard to Child Protection procedures.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Undertake any necessary professional development.
- Carry out such duties as may be reasonably assigned by the Principal.

This job description will be reviewed and updated annually in line with the ongoing development of Trinity Academy. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. Specific elements of this job description and changes to it may be subject to future negotiation between the post holder and the Executive Principal/CEO.

Person Specification

A. Qualifications

	Essential	Desirable
Bachelor's Degree or equivalent	X	
Further Degree		X
Qualified Teacher Status		X
Right to work in the UK	X	

B. Experience, Skills & Competencies

	Essential	Desirable
High level skills as a classroom teacher	X	
Experience of curriculum design, development and implementation		X
Experience of teaching in the subject area	X	
Experience of leading and working as a member of teams		X
Experience of target setting and data tracking systems	X	
The ability to analyse data in order to identify underperformance	X	
Experience of raising attainment through the use of effective intervention strategies	X	
Experience of managing change		X
Good communication and presentation skills	X	
Competent in the use of Microsoft Office packages	X	
The ability to motivate and enthuse others	X	
Good organisational and time management skills	X	
Able to relate well to young people and adults	X	

C. Knowledge & Understanding

	Essential	Desirable
An understanding of the features of effective pedagogy, how students learn and strategies to improve performance	X	
Knowledge of research and evidenced best practice relating to the quality of teaching and learning		X
Knowledge of curriculum design and development		X
Understanding of safeguarding / Child Protection requirements	X	
Understanding of the latest Ofsted inspection framework and how this should be reflected in practice	X	
Knowledge of recent developments at national level pertaining to examination reform, curriculum reform and school accountability measures		X
Knowledge and understanding of the importance of CPD for self and staff	X	
To understand and be able to deliver the vision of the Academy	X	
To understand and promote the Academy's ethos and values	X	
To understand how teams work effectively		X
Knowledge of Quality Assurance processes		X

D. Personal & Professional Qualities

	Essential	Desirable
A positive role model	X	
Values diversity and promotes equal opportunities	X	
Commitment to own CPD	X	
Determination, resilience and drive	X	
Enthusiasm, creativity and initiative	X	
Entrepreneurial approach		X
Excellent record of attendance and punctuality	X	