

## **POST TITLE: CURRICULUM LEADER ENGLISH**

### **CORE PURPOSE**

- To have overall responsibility for all teaching and learning within the English curriculum.
- To take a leading role, under the direction of the Senior Leadership Team, in establishing the aims and objectives of the English curriculum, which reflect the overall aims and objectives of the College and the Curricular Policies determined by the Governing Body and Principal.
- To keep up-to-date on national developments, to communicate relevant information/updates to the Faculty, and to ensure a response to such developments.
- To raise standards and be accountable for student attainment and progress.
- To ensure that all members of the Faculty are performing as effectively and efficiently as possible and to lead and deploy teaching, support staff, and financial and physical resources.
- To undertake the professional duties and responsibilities of a teacher holding a Teaching and Learning responsibility, as set out in the current School Teachers' Pay and Conditions document.
- To undertake the professional duties outlined above by having regard to National Teaching Standards.

### **CORE RESPONSIBILITIES**

#### **1. Curriculum Development**

- To liaise with the Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme.
- To have responsibility for the forward planning of the curriculum, in line with the College's Improvement Plan, including the review and annual production of a Faculty Improvement Plan.
- To ensure that suitable schemes of work are prepared.
- To ensure that the delivery of the curriculum offers challenges and opportunities for students of all abilities.
- To oversee the use of data within the curriculum, in conjunction with the Senior Leadership Team, to inform strategic planning and to identify improvement targets.
- To initiate curriculum discussion and ensure that there is constant review of teaching approaches and subject content, in line with the National Curriculum, exam syllabi and other external requirements.

- To provide information, as necessary, to the Senior Leadership Team, parents, teachers and governors about the curriculum, student progress, and exam results.
- To promote the work of the Faculty through parents' evenings, assemblies, cross curricular opportunities and links with the community.

## **2. Student Progression**

- To have oversight of the learning of all students within the English curriculum.
- To ensure that all students have equal access to the English curriculum, and have equal opportunities to achieve and make progress.
- To monitor student attainment, progress and behaviour and implement strategies where improvement needs are identified.
- To review academic targets for students studying the English curriculum to ensure sufficient challenge.
- To ensure that all students achieve to the best of their ability and that academic targets are being met.
- To lead support staff to ensure the needs of students are met and to ensure that their work promotes educational progress for all students.
- To oversee the organisation of suitable student groupings.
- To liaise with the Exams Officer to ensure all aspects of internal and external exams are managed effectively.
- To lead on the provision of extended learning opportunities, including extra-curricular activities, within the English curriculum, ensuring that any visits are organised in line with College policy.
- To ensure that Schemes of Work have regard to continuity and progression for students.
- To develop systems that recognise and celebrate student success that work alongside the College Rewards Policy.

## **3. Leadership and Management**

- To be responsible for the line management of Faculty staff.
- To lead the Faculty, inducting, developing, deploying, motivating and appraising staff to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained.
- To establish common standards of practice within the Faculty with regards to: work analysis; assessment and validity of data; intervention; homework; the VLE and to ensure that staff support and uphold the College's aims and policies.
- To take responsibility for the Appraisal of Faculty staff.
- To plan the deployment of staff expertise to achieve College improvement objectives.
- To have overall responsibility for learning in the Faculty and to facilitate CPD opportunities for staff, ensuring that they are up-to-date with developments in the curriculum.
- To monitor the performance of staff within the Faculty, including through the use of monitoring data, examination results, work analysis and lesson observations and work with SLT to provide the support required in response to this.
- To develop the role of support staff in delivering the curriculum.
- To take initial responsibility for the pastoral care and welfare of the staff in the Faculty.
- To manage the available resources of space, displays, staff, capitation and equipment efficiently within the limits, guidelines and procedures laid down, and keeping appropriate records.

- To ensure that staff are treated fairly and equitably and that there is no discrimination.
- To ensure the Health and Safety Policies and Practices, including Risk Assessment throughout the Faculty are in-line with national requirements and are updated where necessary.

#### **4. Teaching and Learning**

- To promote excellence in teaching and learning to ensure all students develop their potential.
- To exemplify in own practice outstanding teaching skills and to ensure that good practice is shared.
- To monitor and evaluate the standards of all staff, providing feedback and identifying areas for improvement.
- To develop and implement strategies to improve teaching where needs are identified, and to support and monitor staff needing extra support.
- To develop programmes to enable teachers and other staff to disseminate good practice and improve performance.
- To take a lead role in the development of Teaching in the Faculty.

#### **General**

- To undertake an appropriate programme of teaching in accordance with the duties of a classroom teacher.
- To undertake the duties of a Form Tutor when required to do so.
- To attend regular meetings for professional support and to develop effective departmental management.

#### **Additional**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.