



## Assistant Curriculum Leader of English

<b>Post:</b>	<b>Assistant Curriculum Leader of English</b>
<b>Type of Contract:</b>	<b>Full time, Permanent</b>
<b>Salary/Scale:</b>	<b>MPS/UPS &amp; TLR 2c</b>
<b>Start Date:</b>	<b>1st September 2018</b>
<b>Closing Date for Applications:</b>	<b>9am Friday 23rd February 2018</b>
<b>Interview Date:</b>	<b>Friday 2nd March 2018</b>

### Role Focus

#### Your roles and responsibilities:

- Promote the highest possible standards of achievement in English for all students (including those for whom we receive a pupil premium, or those that have additional educational needs)
- Take on a supporting role with KS4 & 5
- Ensure that students meet or exceed their target grades
- Support the Director of English in developing a vibrant and exciting curriculum for all learners
- Support the Director of English to lead, manage and develop other staff in the department
- Develop an interest in, and enthusiasm for, English as a subject and reading for pleasure
- Support the Director of English with departmental behavioural issues and tracking
- Serve as the main point of call for staff, in the absence of the Director of English
- Lead and attend curriculum leader meetings (internal/external) in the absence of the Director of English
- Contribute to the monitoring and tracking within the department
- Set cover when necessary

#### As Assistant Curriculum Leader in English you will support the Director of English in producing and maintaining:

- Clear, written aims, plans and objectives
- An agreed Raising Achievement Plan
- Agreed schemes of work which include all students
- An agreed SEF evaluating strengths and weaknesses
- High quality assessment and feedback
- Clear, simple records on pupils' progress
- Analysis of data & standards and how well different groups are doing
- Well deployed resources, including support staff and supply teachers
- Plentiful, accessible and high quality resources, often available online