



## **JOB DESCRIPTION - Curriculum Area Lead for English**

**Title of Post:** Curriculum Area Lead for English

**Salary Scale:** MPS/UPS + TLR 2b

**Responsible to:** Director of English

**Responsible for:** Teaching and learning across the department, modelling best practice and development of staff within English. Outcomes in English. A curriculum offer that excites and engages all learners. Creation of a department Development Plan that drives improvement and change.

**Accountabilities:** To be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers

### **Principal Responsibilities:**

To carry out the general and specific professional duties as set out in the current School Teachers' Pay and Conditions Document.

To formulate policies and implement strategies which take forward teaching and learning within the Faculty.

To be acquainted with all curricular and administrative matters related to the department.

With other senior staff, participate in, contribute to and/or lead pedagogic and strategic discussions in order to support and sustain improvements both within the Faculty and at a whole school level, within the context of the School's Development Plan.

To support actively the school's strategic vision and gain a commitment to this ethos amongst all staff within the department.

### **Purpose of the Role:**

Through the role of curriculum leader, the CAL will actively support the school's vision and will also:

Along with other CALs and members of the Leadership team of the school ensure that further whole school improvements and developments in teaching and learning take place.

To ensure that standards of pupil attainment and achievement in English are excellent

To be accountable for pupil progress and development within English

To develop and enhance the teaching practice of department staff

To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for all pupils studying within the English Faculty in accordance with the aims of the school and its policies, determined by the Governing Body and Head teacher

To be accountable for the leadership, management and development of English

To effectively manage and deploy teaching and support staff, financial and physical resources within the English Faculty to support its designated curriculum.



### **Main Duties/Accountabilities:**

#### **Strategic Planning:**

- To meet with the leadership team to discuss and decide upon Department and appropriate whole school issues, in line with the school's stated ethos and strategic vision.
- To devise a Development Plan and implement strategies within the Department in support of the School's Development Plan (SDP)
- To implement strategies to ensure the efficient running of the Department, in support of school policies and procedures.
- To coordinate and develop the extra-curricular provision to include all pupils across a wide offer

#### **Quality Assurance:**

- Establish process of setting targets within the English department and to work towards their achievement
- Establish common standards of practice within the department
- Contribute to lesson observations
- Implement school procedures on quality assurance and ensure adherence to these in the Department
- To monitor and evaluate standards and progress in teaching and learning within the department, in order to sustain high standards of achievement and provide job satisfaction for colleagues
- Ensure that the department's quality assurance procedures meet the requirements of the school's SEF and ADP.

#### **Information Management:**

- Make use of analysis and evaluate performance data provided
- Produce reports within the quality assurance cycle for the Departments
- Produce reports on examination performance.
- To report to governors on pupils progress, attainment and departmental priorities

#### **Pastoral system:**

- Monitor and support the overall progress of pupils within the department
- Monitor pupils' attendance along with their progress and performance in relation to targets set for those pupils, ensuring that follow-up procedures are adhered to and appropriate action taken where necessary
- Ensure the School's behaviour management procedures are implemented in order that effective learning can take place within the department, supporting colleagues where necessary.
- To play an active role in the House system.

#### **Communications:**

- To draw together members of the department team with a joint sense of purpose and a specific identity, so that effective and focused teaching and learning can be achieved
- Ensure all members of the English department are familiar with its aims and objectives
- Liaise with partner schools, industry, exam boards and other relevant bodies
- Represent the Department's views and interests



### **Curriculum provision and development:**

- Liaise with the Director of English to ensure delivery of an appropriate, comprehensive, high quality and cost-effective curriculum which complements the ADP
- To organise Department meetings so that professional dialogues can be achieved, information disseminated and good practice shared. Through these meetings and through example, the CAL will lead staff in trends within teaching and learning, including the use of ICT, so that developments and improvements in these areas can be sustained.
- Monitor and respond to curriculum development and initiatives at national and local level
- Organise Department INSET and CPD so that all colleagues can be engaged in relevant and meaningful activities in support of their own teaching, the development of schemes of work and the implementation of key school learning strategies.
- Maintain department teaching resources.

### **Staffing:**

- To support the professional development of department staff, providing feedback for them in such a way that supports their progress against performance management objectives
- To line manage responsibilities within the department, ensuring productivity and effective use of management time/roles.
- Ensure staff development needs are identified and that appropriate programmes are designed to meet their needs.
- Have responsibility for appropriate and effective deployment of both teaching and support staff. Make appropriate arrangements for classes when staff are unexpectedly absent, liaising with the Cover Administrator/relevant staff to secure adequate cover.
- Participate in interview process when required and ensure effective induction of new staff in line with school procedures
- To ensure appropriate support, guidance and advice is provided for NQTs and student teachers within the Department, to invest in the future of the profession through evidence of good practice.

### **Liaison:**

- Effectively promote the Department at Open Evening and relevant school events

### **Resources:**

- With the leadership link allocate resources and rooms in order to achieve sustainability and cost-effectiveness
- Have an oversight of Health and Safety within the Department areas to enable colleagues to work safely and efficiently
- Control of the Department's budget so that it is spent in line with learning priorities and the principles of best value



## **Person Specification**

### **Curriculum Area Lead for English**

#### **Qualifications:**

- Qualified teacher status
  - Degree or equivalent
  - Established and evidenced practice as an outstanding teacher over a period of time.

#### **Professional Development**

##### **Teaching and Learning**

- Evidence of a commitment to own professional development
  - Outstanding classroom practitioner
  - Proven ability to raise standards in classrooms other than their own
  - Experience of leading teaching and learning initiatives beyond their own classroom
  - Excellent understanding of the components which comprise outstanding teaching and learning
  - Experience of giving effective feedback to colleagues about professional performance
  - Experience of coaching and mentoring colleagues
  - Experience of conducting lesson observations
  - Experience of holding others to account.

#### **Knowledge**

- Use of assessment and attainment information to improve practice and raise standards
  - Use of strategies to promote good learning relationships and high attainment in an inclusive environment
  - Vision for the developments of teaching and learning
  - Strategies to enhance teaching and learning
  - Use of intervention strategies to address identified issues for development
  - Awareness of the latest developments and initiatives in education
  - Awareness of the importance of each subject on whole school results
  - An ability to use departmental data to effect teaching and learning.
  - An experience of working with a department development plan and department SEF

#### **Skills and Experience**

- Excellent interpersonal and communication skills
  - The ability to lead and foster positive professional relationships and work effectively with teaching staff of varying experience
  - Developing high quality learning strategies and monitoring learner progress to raise attainment
  - Evidence of high achievement in teaching across the Key Stage
  - Working effectively as a tutor
  - Experience of contribution to the professional development/mentoring of colleagues
  - Effective use of Assessment for Learning to engage learners as partners in their learning
  - Ability to establish curriculum development, assessment, co-ordination and coaching
  - Ability to plan and resource effective interventions to meet curricular objectives