

Job Description	
Position	Assistant Curriculum Development Leader: English
Post Holder	
Line Manager	Curriculum Development Leader: English
Performance Manager	Curriculum Development Leader: English
Remuneration	TLR 2
Timetable loading	38/50 (per two week timetable cycle)

The duties outlined in this job description are in addition to those covered by the latest STPCD and the expectations/ duties that are set for a teacher at The King's Church of England Academy. The job title and/ or description may be modified by the Principal, with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

The core business of an Assistant Curriculum Development Leader is the core business of the school – to further improve the quality of teaching and learning so that, over time, it is increasingly good and outstanding for all students.

The Assistant Curriculum Development Leader role is under the line management of the Curriculum Development Leader: English and specific leadership activities are at their discretion and subject to annual review.

Strategic Purpose

- To lead a safe environment that permeates your allocated subject within the hub
- To build the very best working relationships in your allocated subject (teacher/ parent/ student)
- To lead teaching in your allocated subject so students can benefit from learning experiences that last a lifetime
- To lead a subject culture where students have the ambition to make outstanding steps of progress as often as possible
- To lead students in achieving the highest possible standards in your allocated subject

Specific Responsibilities

- To ensure that subject teachers consistently work to those systems and processes that are in place to safeguard students
- To ensure that the key skills and knowledge for progression for your allocated subject are integral to lesson planning
- To support, develop and enhance the teaching practice of subject teachers (including non-specialists, ECTs and TA's where relevant)
- To develop your subject in applying clear, effective and research informed (where appropriate) content pedagogy, especially where the content relates to key skills and knowledge
- To support the CDL in the development and ongoing refinement of mini assessment programmes in each year group such that assessments are highly diagnostic and inform teachers planning
- To support the CDL in the development and ongoing refinement of homework programmes in each year group such that homework tasks are meaningful and enhance/ deepen student learning
- To support the CDL in ensuring that all students are making at least expected progress in line with FFTRADY50 forecast grades
- To support the CDL by modelling best practice in the use assessment data (AP1 2 and 3), to track and monitor the progress of students and draw pertinent conclusions that inform subject development work
- To support the CDL in identify under achieving students/ vulnerable student groups and develop strategies (through quality first teaching in the first instance) to overcome this
- To actively support the embedding of cross curricular initiatives:
 1. Numeracy across the curriculum
 2. Reading for pleasure

3. STEAM: Science, technology, engineering, art and mathematics
 4. Literacy across the curriculum (including SPaG)
 5. CEIAG: Careers education, information and guidance
 6. RSHE: Relationships, sex and health education
 7. Christian distinctiveness
- To contribute to the CDL's impact review of the hub 'skinny plan'
 - To support the CDL in managing the Professional Growth cycle
 - To ensure that subject teachers apply, fairly and consistently, the behaviour policy for the school; to support teaching staff where necessary liaising with Heads of Year and / or the Assistant Principal: Behaviour and Relationships

Operational Requirements

- To support the CDL to manage and deploy teaching/support staff to maximum effect
- To deploy, where discretion allows, additional adults working in the subject to maximum effect
- To ensure that the subject environment presents itself as a stimulating, inviting and tidy place to be at all times
- To ensure that subject teachers effectively implement school policies and procedures – notably around assessment practices and the implementation and use of data rich seating plans
- To ensure that your allocated subject teachers recognise and fulfil their statutory responsibilities
- To communicate and liaise with parent / carers, and other external bodies as necessary
- To support the CDL to lead and coordinate the work of the CPD Monday events
- To facilitate cooperation with the lead teacher for KS2 Primary Liaison
- To facilitate cooperation with the Head of Year 7 for KS2 Transition
- To showcase your curriculum area effectively at Open/ Options Evenings

Whilst every effort is made to set out the role of an Assistant Curriculum Development Leader as clearly as possible it is not possible to create a definitive list of duties/ behaviours/ expectations. The above detail is intended to scope out in sufficient detail the nature of the role and cannot be viewed as exhaustive.

Postholder Signature: _____

Date: _____

Principal Signature: _____

Date: _____