

## Job Description - Assistant Curriculum Leader, English

**Grade/Salary**                      **MPS / UPS plus TLR 2a**

**Location:**                              **The post holder will be based at the Kibworth Mead Academy.**

**The post holder may be required to work from other schools within the Trust and will be expected to travel between schools within the Trust.**

**Responsible to:**                      **Curriculum Leader, English**

**Responsible for:**                      **Assisting in leading of English**

**As Assistant Curriculum Leader of English, to lead, develop and enhance standards in English.**

### **Main responsibilities and duties as a Teacher at Kibworth Mead Academy:**

- In accordance with the agreed curriculum within the subject, plan, teach and review lessons that are appropriate to the prior attainment and starting points of the pupils to allow new knowledge to be embedded and to facilitate progress in learning.
- Ensure that teaching is well planned and executed with agreed approaches adhered to while being responsive to needs of pupils.
- Facilitate the exceptional progress and well-being of all pupils with additional needs, having a clear understanding of the needs and effective approaches to meet them.
- Demonstrate good subject and curriculum knowledge, by keeping up with the latest developments in the field so as to build pupils' knowledge and skills progressively and cumulatively.
- Promote a positive climate for learning by enacting agreed lesson routines and a consistent and fair application of school behaviour policies.
- Ensure effective use of formative and summative assessment to drive planning and interventions.
- Provide feedback to pupils, which moves learning forward.
- Manage the classroom and teaching equipment so as to create a positive learning environment that makes effective use of available resources.
- Ensure that homework is set, as per school and department policy and monitored.
- Support pupils throughout the day by fulfilling pastoral responsibilities, including as a form tutor.
- Participate in the coaching process, observing colleagues and being observed for the mutual benefit of all.
- Engage fully in the Professional development review process to fulfil personal and school wide objectives.
- Attend meetings/training and carry out administrative tasks and duties in relation to the school calendar.
- Consistently implement all school policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Support the academy's values of '*Work Hard, Be Kind, Be Proud,*' by reflecting the ethos everyday through conduct and interactions with pupils, families and colleagues and by making a positive contribution to the wider life of the academy.

### **Principal responsibilities and duties as Assistant Curriculum Leader of English at Kibworth Mead Academy:**

#### **Operational/Strategic Planning:**

- To support the development of resources, schemes of work, feedback policies, assessments and teaching strategies within the English department.
- To play a leading role in the day-to-day management, control and operation of English and lead at department meetings as appropriate.
- To monitor and track pupil progress, ensuring English staff adhere to assessment requirements and the performance of groups is closely monitored.
- To help to develop and enhance teaching and learning with English.
- To assist in the implementation of academy Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, etc.
- To work with colleagues to formulate aims and objectives for English which have coherence and relevance to the needs of pupils and to the aims and objectives of the school.
- To support the presentation of an annual Department Improvement Plan.

**Curriculum Provision and Development:**

- To keep up-to-date with national developments in English and teaching practice and methodology.
- To help to monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To assist with GCSE exam entries.

**Staff Development and Recruitment:**

- To work with other leaders in English and the Senior Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to Performance Management and to appraise staff within English.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective efficient deployment of classroom support.
- To participate in the school's ITT programme.

**Quality Assurance:**

- To ensure the effective operation of quality control systems.
- Lead in establishing common standards of practice within English.
- To contribute to the academy procedures for lesson observation.

**Management Information:**

- To taking a leading role in the use of analysis and evaluation of performance data.
- To assist in the production of reports on examination performance, including the use of value-added data.
- To assist in the identification of exam entries within English.
- To lead moderation and standardisation exercises on the department.
- To lead the data drop exercises throughout the year for all year groups.
- To quality assure all assessment data, providing appropriate support and challenge for department colleagues.

**Pastoral Systems:**

- To monitor and support the overall progress and development of pupils within English;

**Culture and ethos:**

- Model and promote collaborative, professional and supportive relationships.
- Develop strong partnerships with parents so that they are able to support their children in learning in the subject.
- Complete duties around the school, modelling best practice for all staff.
- Ensure active collaboration with the wider TMET subject community.

**Other**

- To undertake any reasonable task at the request of the Principal.
- Contributing significantly to the school's planning (both short and long term) and provide leadership to whole school developments, as required.

**This job description should be read in conjunction with:**

- The Statutory Requirements contained in the current version of the School Teachers' Pay and Conditions document
- The Teachers' Standards
- The TMET Staff Code of Conduct

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for anyone who develops a disabling condition.

Kibworth Mead Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description may be amended at any time in discussion between the Principal and yourself, but in any case, will be reviewed before the commencement of the next Appraisal cycle.

## Person Specification - Assistant Curriculum Leader, English.

### Education:

Essential	Desirable
<ul style="list-style-type: none"> <li>• Qualified teacher status.</li> <li>• Strong A-levels or equivalent in relevant subjects.</li> <li>• Relevant degree.</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate qualification.</li> <li>• Relevant higher degree or professional qualification.</li> <li>• Evidence of further and wider professional development especially in English education.</li> </ul>

### Experience:

Essential	Desirable
<ul style="list-style-type: none"> <li>• High levels of subject knowledge, expertise and enthusiasm.</li> <li>• Excellent understanding of both subject specific and general pedagogical approaches.</li> <li>• Experience of curriculum development and resourcing.</li> <li>• Experience of interpreting pupil progress data to shape next learning and further achievement.</li> <li>• Experience of implementing systems and processes to monitor and evaluate learning and teaching.</li> <li>• Effective and systematic behaviour management routines and approaches.</li> <li>• Knowledge of the national secondary education system, curriculum and examinations.</li> <li>• Evidence of successful and teaching in Key Stages 3 and 4.</li> <li>• High level of performance with personal teaching groups.</li> <li>• Evidence of commitment to extend learning for pupils beyond the classroom.</li> <li>• Active involvement in the promotion of equal opportunities.</li> <li>• Experience of successful teaching of pupils with additional needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with parents and external agencies</li> <li>• Experience of raising attainment in diverse contexts.</li> <li>• Experience of leading / running needs based additional interventions.</li> <li>• Knowledge of the Ofsted Framework.</li> <li>• Experience of successful use of quality assurance processes.</li> </ul>

### Knowledge and skills:

Essential	Desirable
<ul style="list-style-type: none"> <li>• Excellent interpersonal and teamwork skills.</li> <li>• Excellent communication skills.</li> <li>• Excellent planning and organisational skills.</li> <li>• An ability to establish good working relationships with a wide range of people including pupils, parents, Academy Councillors and colleagues.</li> <li>• Knowledge of curriculum and assessment development within the subject at both key stages.</li> <li>• Knowledge and skills related to use of data to improve monitor and outcomes for pupils.</li> <li>• A keen interest in how pupils learn and experience of putting this knowledge into practice, reading research and applying findings to department's work.</li> <li>• Up to date knowledge of relevant safeguarding practices and a commitment to the protection and safeguarding of children.</li> <li>• Knowledge of wider aspects of children's welfare.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of contribution to whole school developments.</li> <li>• Knowledge and understanding of current educational issues and relevant research.</li> </ul>

### Personal qualities:

Essential	Desirable
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<ul style="list-style-type: none"> <li>• Genuine passion for education and belief in the potential of every pupil.</li> <li>• Deep commitment to TMET and Kibworth Mead aims</li> <li>• Reflective and proactive in seeking feedback to improve.</li> <li>• Having a growth mindset.</li> <li>• A commitment to sustaining and raising achievement, attainment and aspirations of all pupils.</li> <li>• Collaborative, professional style of working.</li> <li>• Ability to work under pressure and remain positive, enthusiastic and resilient.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential and capacity to grow professionally and aspire further to take more responsibility and leadership opportunities.</li> </ul>
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#### Other Conditions:

Essential
<ul style="list-style-type: none"> <li>• Fit to fulfil all aspects of the job description.</li> <li>• Set a good example in terms of dress, punctuality and attendance.</li> <li>• Must satisfy relevant pre-employment checks.</li> <li>• This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</li> </ul>

#### Equal Opportunities:

Essential
<ul style="list-style-type: none"> <li>• Must be able to recognise discrimination in its many forms and be willing to put TMET Equality policies into practice</li> <li>• Willing and able to deal with people professionally at all levels and from a variety of backgrounds.</li> </ul>

## We look forward to hearing from you.

Kibworth Mead Academy is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

