**Job description**

**Job Title** Assistant Curriculum Leader English

**Reporting to** Head of English

**Responsible for** Leading the development of teaching and learning within the English department

**Context**

There will be an expectation that the post holder will support the very distinctive Catholic ethos of the school including in the wider school community. The post holder should clearly support and work towards the school’s mission statement.

**Summary**

To provide leadership of teaching and learning in English and play a key role in raising teaching and learning standards through the quality of the post-holder’s own teaching and by leading and supporting the professional development of colleagues.

**Strategic Direction and Development of the Department**

**In the context of this school's aims and policies, the Lead Practitioner will work with the**

**Head of English to develop and implement policies, plans, targets and practices**

* develop and implement policies and practices for the faculty to raise achievement and ensure effective teaching and learning and effective behaviour for learning
* establish short, medium and long term plans for the development of the faculty which are:

o clear about actions to be taken, timescales and criteria for success

o realistic and challenging in setting targets for improvement in the faculty

o agreed and understood by all those involved in putting the plans into practice

* monitor the progress made in implementing development plans and achieving targets, using this to inform future planning and development and undertake reviews of the faculty's work and progress

**Teaching and Learning**

**Work with the Head of English to monitor, evaluate and improve the quality of teaching, learning and progress**

* Support the head of department to plan teaching to achieve outstanding progression for learners
* Provide clear structures for lessons which maintain pace, motivation and challenge for all students
* Ensure that schemes of learning are effectively implemented and that members of the department are clear about use of levelled learning outcomes and communicate these to students
* Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of different groups of students
* Support the head of department in ensuring accurate assessment is used to inform planning
* Model the effective use of assessment and other data, in planning for outstanding progress
* Carry out the duties and responsibilities of a classroom teacher

**Leading Staff**

**Provide the support, challenge and development necessary to secure high quality teaching by members of the faculty through professional development**

* Work with the head of department to audit the training needs of department staff
* Assist in the design and delivery of professional development activities and workshops
* Work one to one with colleagues in English to develop best practice
* Act as a consultant to colleagues developing strategies for learners experiencing challenge and difficulties
* Demonstrate model lessons to other practitioners
* Identify educational research to enhance existing practice
* Support the head of department in agreed performance management procedures and use the process to develop the personal and professional effectiveness of allocated staff
* Coach colleagues in making improvements in their practice

**General**

This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

In addition, they will be required to undertake the role of Form Tutor to a group of pupils and undertake appropriate responsibilities in connection with it.