

JOB DESCRIPTION

JOB TITLE: Assistant Curriculum Team Leader for English

REPORTING TO: Curriculum Team Leader English

SALARY GRADE: TLR2b

Key Responsibilities:

1. Management

- Promote shared values and expectations around learning, relationships, and behaviour within the English department.
- Implement and adhere to consistent administrative and organisational procedures, including timely completion of tasks.
- Maintain clear and effective communication and collaboration on administrative and professional matters.
- Participate fully in performance management processes.
- Support departmental and whole-school evaluation and improvement strategies.
- Engage actively with staff and student feedback.

2. Curriculum

- Lead the planning and development of the GCSE English curriculum, providing support to colleagues in their planning.
- Assist the CTL of English in shaping long-, medium-, and short-term curriculum planning.
- Oversee the development, quality assurance, and organisation of English knowledge books and resources.

3. Teaching and Learning

- Monitor and evaluate the quality of teaching and learning in English.
- Model effective teaching practices to promote high-quality, imaginative, and engaging lessons.
- Support classroom management and ensure appropriate challenge and provision for all learners, including underachieving students.
- Manage and evaluate the deployment of support staff in English lessons and intervention groups.
- Ensure detailed, constructive feedback is given consistently to students.
- Set appropriate homework in line with school policies.
- Promote varied learning experiences, including opportunities for learning beyond the classroom.
- Celebrate and report on student achievement.

4. Assessment, Monitoring, and Reporting

- Lead on assessment design and data analysis for GCSE English.
- Set aspirational yet achievable targets for students.
- Develop a reliable assessment framework to guide planning and evaluate progress.
- Maintain a robust tracking system to support timely interventions.
- Provide progress reports to SLT and governors as required.

5. Management of Resources

- Ensure the responsible use and proper storage of English teaching resources.
- Oversee the quality and design of resources used within the department.
- Manage allocated budgets and advise on curriculum-related purchases.

6. Developing Self and Others

- Use observation and data to design targeted CPD.
- Lead mentoring and coaching within the English department.
- Take responsibility for personal professional development.

7. Other Duties

- Act as a Form Tutor.
- Take part in the school Duty Supervision rota.
- Carry out additional responsibilities as reasonably directed by the Head of School (per the School Teachers' Pay and Conditions Document).
- Deputise for the CTL of English in their absence.

Post Holder Signature:

Date: