

## Job Description

<b>Academy:</b>	Leeds East Academy
<b>Job Title:</b>	<b>Curriculum Director of Communication: English, Literacy and Language</b>
<b>Grade:</b>	Leadership 7 – 11
<b>Accountable to:</b>	Vice Principal - Quality of Education

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### Role:

As part of a dedicated team of Middle Leaders, you will fulfil a key role transforming standards, experiences and outcomes for literacy in the academy by undertaking the role of Curriculum Director of Communication to make a significant contribution to the achievement of the academy vision 'everyone exceptional'.

This role is an exciting leadership opportunity for the right candidate to oversee the strategic leadership of communication in the academy by leading the curriculum area of English, providing strategic oversight of the English as an Additional Language provision and forming an integral part of the Literacy drive team.

Working with the Senior Leadership team you will be responsible for ensuring all students make strong progress from their starting points in the core subject of English, through the effective delivery of a highly ambitious English curriculum, implementation of robust assessment processes and the strategic coordination of a targeted programme of intervention and support for our EAL learners.

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This role will be central to our plans to ensure that all students leave our academy with the fundamental levels of literacy to support them in the next steps of their educational journey, as well as ensuring that all students leave the academy with exceptional attainment across the breadth of the curriculum and the core subjects of Maths, English and Science.

**Responsible for:** Subjects and staff within English and EAL team.

*NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies.*

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### General Duties and Responsibilities:

- Uphold and implement all whole-Academy policies in the discharge of duties of the post.
- In conjunction with the Principal, plan the offer of appropriate courses within the curriculum area.

- Contribute to the compilation of Academy SEF themes.
- Report on Standards and Progress in the area by tracking through the year and producing summative reports as required.
- Produce the annual Curriculum and Wider Development and Improvement Plan for English and EAL within the overall Academy Development Plan priorities, based on an assessment of prior progress, an ongoing analysis of strengths, areas for improvement, and outcomes of lesson visits / whole academy monitoring events.
- Deploy staff effectively in order that they achieve a consistently good standard of teaching or support for learning.
- Actively participate in Academy Professional Management processes, acting as performance manager for staff as agreed in structure.
- Make a significant contribution to the middle leadership team and the future direction of the Academy.

### **Leadership & Management: Curriculum Leader for English**

- Ensure a highly ambitious curriculum offer is in place which is knowledge rich, logically sequenced and develops the whole child personally, culturally and professionally.
- Ensure the curriculum is underpinned by cohesive SoL across KS3 and KS4 which are regularly reviewed and refined to reflect national policy, building on prior learning and attainment from KS2.
- Manage exam entries, coursework requirements, submission dates and all routine accreditation demands either directly or through clearly defined, agreed responsibilities within the team, including the suitability of chosen exam specifications to maximise student progress.
- Manage the team and other resources of budget including bidding and forecasting future needs to ensure funding is allocated to maximise progress for all students and delivers a highly effective curriculum.
- Provide exceptional decisive leadership which drives the academy vision of 'everyone exceptional' in the curriculum area of English, making a significant contribution to securing an outstanding judgement in our next Ofsted inspection.
- Plan and deliver a robust programme of assessment which blends a formative and summative approach, coupled with rigorous systems for tracking and monitoring progress and attainment to ensure all students make strong progress from their starting point.
- Use data effectively to identify and analyse trends in student performance to swiftly identify underachievement and respond with the appropriate programme of intervention ensuring no child falls behind.

- Ensure rigorous standardisation and moderation processes are in place which interrogate data sets to ensure accuracy and clarity of assessment information provided.
- Produce detailed curriculum development and improvement plans which demonstrate an acute understanding of the English teams strengths and areas for development against the Ofsted framework.
- Work collaboratively with the SEND team to identify students that require personalised support in lessons and ability to access arrangements.
- Develop intervention strategies within the area and refer students / engage the team with academy-wide intervention plans.
- Monitor the standard of teaching through the implementation of robust internal QA processes and adherence to the academy QA calendar, organising support and CPD where necessary and challenge if required through regular lesson visits, book looks and interrogation of data sets.
- Monitor, evaluate and review relevant curriculum policy, keeping the staff handbook up to date.
- Role model exceptional professional standards to all staff through adoption of the academy philosophy of 'high expectations, high challenge and high support' using this framework to implement highly effective Line Management.
- Implement agreed positive behaviour strategies including the organisation of area team strategies to promote positive behaviour within the Curriculum area of English.
- Coordinate a full calendar of enrichment opportunities for the students to enhance their love of learning and English.
- Ensure the effective organisation of CPD / management of meeting time.

### **Strategic Lead for EAL**

- Establish a robust wider development and improvement plan for the area of EAL which leads to significant improvements in this key area of the academy.
- Carefully track and monitor the impact of the plan to secure an exceptional EAL provision.
- To develop effective practice in the curriculum area of English to ensure that the diverse needs of all learners are met to secure strong progress for this particular cohort.
- To promote effectual strategies for EAL learners reflecting the language and literacy needs of all learners.

- Monitor the standard of teaching of EAL students across the curriculum through the implementation of robust internal QA processes and adherence to the academy QA calendar, organising support and CPD where necessary and challenge if required through regular lesson visits, book looks and interrogation of data sets.
- Have a secure knowledge and understanding of subjects/curriculum areas and related pedagogy including: the contribution that your subjects/curriculum areas can make cross-curricular learning; and recent relevant developments.
- Lead a committed team of professionals to oversee exceptional pastoral care and academic achievement for our GRT and EAL cohort.
- Establish robust systems for tracking, monitoring and delivering the appropriate package of support to accelerate progress for this key group.

#### **Member of the Literacy Drive Team**

- Be an integral part of the team to transform standards of literacy across the curriculum, through the exceptional implementation of the Literacy strand of the Academy Development and Improvement Plan.
- Other middle leadership team responsibility areas as directed by the Principal.

#### **Classroom Teachers: Expectations of all Academy staff**

- Ensure good progress for all students within groups taught through the planning and preparation of high-quality lessons which engage, motivate and support learners and adhere to the Academy Teaching and Learning Standard.
- Strive to deliver a consistently good standard of teaching.
- Take responsibility within own teaching areas and in the execution of general duties for the creation of a positive climate for learning which results in positive, respectful attitudes from students.
- Consistently apply the academy behaviour policy to support all colleagues in establishing high standards of behaviour from students, and in order that students have parity of treatment and expectations in all areas of the academy.
- Assess, record and report on the development, progress and attainment of students within the Area Team and Academy Monitoring and Evaluation schedule.
- In consultation with the Area Team Leader, contribute to the planning, design and production of good quality teaching materials and resources, appropriate to age and ability, in accordance with the Area Development Plan.
- Be a form tutor for a specified group of students, establishing the rapport necessary to support their social, emotional and citizenship education and development.

- Within the Area Team, make a strong contribution to agreed PSHCE areas as designated to the subject area through 'immersion' curriculum experiences.
- Contribute to the wider life of the academy by participating in the provision of planned extra-curricular activities, such as session 7 intervention and English homework clubs.
- Attend meetings, including parents' consultation sessions, and fulfil duties on rotas as specified in the Staff Handbook.
- Implement all Academy policies with regard to registration, student absence, student uniform, use of planners and other routines detailed in the staff handbook.
- Observe Academy rules relating to the safeguarding of students, health and safety requirements, and equality policies.
- Participate in full staff and area meetings, actively contributing to Academy decision making and consultation procedures.
- Participate fully in the Academy Performance Management process, engaging in professional development activities which enhance personal performance, fulfil personal potential and contribute effectively to the implementation of the Academy's goal to be an outstanding place of learning.
- Uphold the professional standards of dress, behaviour, attitudes and team spirit which will ensure the Leeds East Academy is a pleasant, positive place to learn and work.

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### **Equal Opportunities:**

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing

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### **Generic Staff Requirements:**

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement

- Be a positive, collaborative team member
- Apply Academy policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing Academy which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through the The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

'We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.'

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

<b>Signed</b>		<b>Dated</b>	
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