**Ninestiles, an Academy**

**Job Description – Curriculum Leader of English**

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| Job title | **Curriculum Leader English** |
| Grade | **MPS/UPS & TLR 1d** |
| Responsible to | **Vice Principal** |
| Responsible for | **Curriculum provision, quality of teaching and learning and outcomes in English.** |
| Effective from | **September 2025** |

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| **Ninestiles Academy Trust Mission Statement**  **Success through Endeavour**  **Ambition through Challenge**  **Strenght through Diversity** |

**Purpose:**

The Curriculum Leader of English, along with the Senior Leadership Team is responsible for providing the strategic direction and development of the subject, leading and managing colleagues, the effective, safe and efficient deployment of resources and securing and sustaining high quality teaching and learning in the subject; all leading to aspirational and successful outcomes for Ninestiles Learners.

**General expectations of leaders at Ninestiles:**

* To have a profile around academy during the academy day, before and after school
* To be seen as role models for all colleagues (not just those who you line manage or for whom you are responsible)
* To be ready to support colleagues, learners and parents at all times
* To be seen as reliable, approachable and discreet
* To be a team leader and a team player
* To be flexible and adaptable
* To be committed to safeguarding and promoting the welfare of children and young people

**General responsibilities and duties:**

* To undertake the full range of duties and responsibilities as required by the Principal as set out in:
  + The Academy Teachers’ Pay and Conditions of Service and the academy Appraisal Policy
  + The Teachers’ Standards
  + Any other duties commensurate to the post title which the Principal may deem to be appropriate.
* To promote the educational success and outstanding outcomes of all our learners through strong leadership
* To support the Assistant Principal in achieving outstanding progress outcomes for all Learners, to act as a conduit for leadership decisions and to deputise for the Assistant Principal as and when required to do so.
* To provide professional leadership and management of the subject team in order to secure the highest quality teaching, effective use of resources and improved standards of learning and achievement for all Learners.
* To be a consistently ‘good’ and often ‘outstanding’ teacher who meets the relevant set of personal professional standards for the specific pay phase and takes responsibility for personal professional development.
* To attend and report to the Achievement Board and the Academic Board as appropriate.
* To uphold the Standards for All agenda.
* To implement Academy Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Safeguarding etc.
* To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in line with national requirements and are updated where necessary, liaising with the Academies Estates and Facilities Business Partner.

**Specific duties:**

**Have knowledge and understanding of:**

* The academies mission statement, aims, priorities, targets and improvement plan (and the mission of the Summit Learning Trust.)
* Any statutory curriculum requirements and the requirements for assessment, recording and reporting of Learners’ attainment and progress.
* To be aware of and evaluate the different courses that are available, selecting the most appropriate for Ninestiles learners to maximise progress and Learner’s aspirations. To advise the AP of changing requirements of examination boards and subject specialist guidance.
* The characteristics of high-quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all Learners.
* New subject-specific pedagogies and research and their potential impact
* The implications of the Code of Practice for SEND for teaching and learning.

**Planning & target-setting**

* Uphold expectations and targets for learners as set by the academy and the Trust.
* Contribute to the creation and update of context sheets to promote high quality personalised teaching, learning and interventions.
* Work with the SENCO, and any other colleagues with Additional Educational Needs expertise, to ensure that individual education plans are used by teachers to set subject specific targets and match work well to Learner’s’ needs.
* Establish, with the English team, short, medium and long term plans for the development and resourcing of the English curriculum area at both key stage 3 and 4.
* Identify realistic and challenging targets for improvement and be clear about actions to be taken, the relevant timescales and criteria for success.
* To ensure that the English curriculum fully meets the needs of all learners and is effectively delivered in all respects

**Teaching & Managing Learners Learning**

* Ensure curriculum coverage, continuity and progression across the range of subjects for all Learner’s, including those of high ability and those with additional educational or linguistic needs.
* Ensure teachers are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to learners effectively.
* Ensure guidance is provided on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different Learners.
* Ensure teachers promote the progress of every Learners within each lesson, across sequences of lessons and throughout modules/schemes of work.
* Ensure effective development of Learners’ literacy, numeracy and information technology skills through the subject.
* Ensure effective coverage of the SMSC agenda across the subject curriculum.
* Support colleagues in creating a safe and purposeful environment conducive to outstanding learning for all Learners.

**Assessment & Evaluation**

* Analyse and interpret relevant national, local and academy data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
* Support and lead on the academy policies and practices for assessing, recording and reporting on Learners’ achievement, and for using this information to assist learners in setting targets for further improvement in your department.
* Evaluate the teaching of the range of courses within English and use this analysis to identify effective practice and areas for improvement.
* Implement whole academy systems for recording and reporting individual Learners performance.
* Ensure learners are entered for their public examinations and support them in their preparation including PPE and internal examinations.

**Learners Achievement**

* Establish clear targets for Learners’ achievement, and evaluate attainment and progress for all Learners.
* Use data effectively to identify individual learners and Learners groups who are underachieving and, where necessary, create and implement effective plans of action to support these Learners.

**Managing Colleagues & Other Adults**

* Organise and run meetings and supply minutes to the Vice Principal/ line manager.
* Develop the English department team, especially those members of colleagues who are TLR holders and lead teachers. Work closely with your colleagues ensuring a fair delegation of responsibilities as appropriate to advance the English department.
* Establish clear expectations and constructive working relationships among colleagues, including through team working and mutual support, devolving responsibilities and delegating tasks, appropriately evaluating practice, and developing an acceptance of accountability.
* Contribute to required updates and reports to SLG and Academy Council.
* Attend meetings as requested
* Support colleagues in achieving constructive working relationships with Learners.
* Appraise colleagues as required by the academy policy on appraisal and use the process to develop the personal and professional effectiveness of the teacher.
* Lead professional development through example and support and co-ordinate the provision of high quality professional development by appropriate methods, drawing on other sources of expertise as necessary,
* Establish a partnership with parents to involve them in their child’s learning of the subject, as well as providing information about curriculum, attainment, progress and targets.
* Assist in the recruitment and selection of teaching and support colleagues for the curriculum area.
* Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to standards for the award of Qualified Teacher Status, the Career Entry Profiles and standards for induction.

**Managing Resources**

* Establish colleagues and resource needs and advise the Assistant Principal and senior leaders of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the academy and department plans.
* Lead on managing the English department budget.
* Organise and co-ordinate the deployment of learning resources, including information and communications technology, and monitor their effectiveness.
* Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of sources inside and outside the school.
* Ensure all school, regional and national Health and Safety requirements, including risk assessments, are complied with.

**Strategic Leadership**

* Develop a vision for the curriculum area which ensures continual improvement, maximum effectiveness and outstanding outcomes.
* Be responsible the creation and monitoring of the Department Improvement Plan.
* Create a climate which enables other colleagues to develop and maintain a positive attitude towards, and confidence in, their professional role.
* Develop and implement practices to ensure all relevant parties are well informed about subject policies and plans and the curriculum area’s success in meeting objectives and targets.

**General**

* Oversee the development and organisation of any relevant extra-curricular activities and visits which extend learning beyond the classroom and which promote higher aspirations. This will include appropriate fieldwork activities as well as enrichment and curriculum enhancement.
* Be open to the possibilities of outreach work within the Ninestiles Academy Trust or across the Ninestiles Teaching Academy Alliance
* Any other appropriate and reasonable activity as may be directed from time to time by the Principal.

**Notes**

* The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms and duties and working time.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.