



Job Description

Curriculum Leader for English

Based at Solihull Academy, Cranmore Avenue, Shirley, Solihull B90 4LE

Start Date: September 2023.

Salary: MPS 1-6 (£28,000 to £38,810) / UPS 1-3 (£40,625 to £43,685) plus TLR2c (£3,017) per annum

Contract: Permanent; Full time (32.5 hours per week)

Solihull Alternative Provision Multi Academy Trust is looking to recruit a creative and committed Curriculum Leader for English who has the drive and passion to embrace our vision and who is committed to the highest achievement for all.

The successful candidate will take up the post in June 2023, or sooner, subject to vetting and pre-employment checks.

Core Purpose

The core purpose of this role is to provide leadership and management of the English department on Solihull Academy's journey to 'Outstanding'.

To achieve success, the Curriculum Leader will:

- Contribute to the vision and provide leadership and direction;
- Effectively lead and manage English and Literacy at Solihull Academy to secure the highest possible levels of progress and attainment;
- Promote excellence, equality and high expectations of all students;
- Effectively and efficiently deploy resources to achieve the academy's aims;
- Evaluate departmental performance and identify priorities for continuous improvement;

Key Responsibilities

Strategic Leadership

The Curriculum Leader will:

- Identify areas for improvement within the department and contribute to academy self-evaluation and improvement planning;
- Use data and other information to inform strategic planning, to identify improvement targets, and to inform the academy's leadership;
- Develop and implement policies and practices, including performance management, for the subject that reflects the academy's commitment to high achievement;
- Analyse current performance of students in the subject throughout the department and devise strategies for improving standards further;
- Establish, with the involvement of your line manager, plans for developing and resourcing the department to bring about continuous improvement in teaching and learning to promote student achievement;
- Monitor the progress being made towards targets established in subject planning;
- Evaluate the effects of the department's work on standards of learning and teaching;
- Ensure outstanding teaching throughout the department;
- Set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets;

Teaching and Learning

The Curriculum leader will:

- Manage resources efficiently so that teaching and learning is effectively supported in the department;
- Ensure curriculum coverage, continuity and progression for all students through clearly written and regularly reviewed schemes of work;
- Monitor implementation in the classroom through regular monitoring in-line with the whole-academy systems;
- Ensure teachers are clear about teaching objectives and provide guidance on methodology;
- Ensure all ability students are well-catered for;
- Develop and sustain students' communication, literacy and numeracy skills through the subject;
- Be aware of developments not only at KS3, 4 and 5 but also at KS2;
- Liaise with trustee schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies;

- Adapt lessons and identify next steps and intervention in response to evaluation of student progress;
- Set effective homework and extension work to encourage and enliven student learning;
- Ensure differentiation and personalisation of learning for all students;
- Be responsible for identifying and reporting issues and developing solutions.

Leading and Managing Staff

The Curriculum Leader will:

- Line manage the English team;
- Establish the process of the setting of targets within the department and to work towards their achievement;
- Ensure that all members of the department are familiar with departmental aims and objectives within the framework of the Academy Development Plan;
- Oversee planning/schemes of work in the department;
- Develop communications and training with staff in department;
- Provide means of gathering information for Self Evaluation: Student Voice, questionnaires, viewpoints of stakeholders, and use opportunities for co-construction of the curriculum.

Assessment and Evaluation

The Curriculum Leader will:

- Establish and implement clear practices for assessing, recording and reporting on student achievement in-line with academy policy;
- Monitor pupil standards and achievement against annual targets and track progress across the department;
- Lead the implementation of intervention strategies to ensure outstanding pupil progress.

Development

The Curriculum Leader will:

- Role model outstanding classroom practice whilst teaching a reduced timetable;
- Achieve constructive working relationships with students and staff;
- Sustain motivation; promote enthusiasm, openness to new ideas, commitment and staff welfare;

- Promote links and co-operation with other departments/faculties. Encourage department involvement in academy-wide initiatives and in the development of the whole academy policy.

Relationship with Parents and the Wider Community

The Curriculum Leader will:

- Establish excellent and effective communication with parents;
- Help develop links with the local community to extend and enhance the work of the department.

Responsible to:

The Curriculum Leader for English will be responsible to the Vice Principal.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

You will be required to carry out such particular duties, which form part of your Conditions of Service Document as the Principal may reasonably direct from time to time, and any other tasks as required by the Trust within the Trusts group of schools.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or Executive Principal or the incumbent of the post.

Solihull Academy Trust is committed to safeguarding and promoting the welfare of learners and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants, as well as two satisfactory references and other pre-employment checks. We are a socially inclusive and equal opportunities academy and committed to actively promoting equal opportunities for all our staff and pupils. As part of the recruitment process we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use this data, meeting Data Protection Regulations in line with GDPR compliance.

We provide all members of staff who join Solihull Academy Trust with a full induction programme.

Compiled by: CKE	Revision Number 2
Approved by: KDO / SST	Revision Date - 08/03/2023