



Name:				
Main responsibilities/Purpose:				
<ul style="list-style-type: none"> To raise and maintain standards of student attainment and achievement within the subject area of English (Language and Literature) and to monitor and support student progress To be accountable for student progress and development within the subject area To develop and enhance the teaching practice of other members of team To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying the subject, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school To be accountable for leading, managing and developing the subject area To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio 				
Line Manager: A member of the Senior Leadership Team				
Line Managing: Members of the Department				
Liaising with: Headteacher/Deputy Headteacher/Assistant Headteachers, other Curriculum Leaders, Progress Leaders and relevant staff with cross-school responsibilities, relevant support staff and other professionals and parents				
Working Time: 190 pupil days per year; full-time; 5 In-service days; directed time as detailed by Headteacher				
Target Teaching Load: 19/25				
Salary/Grade: TLR 1.2 (£10,714)				
Position on Pay Scale (highlight): ECT Main Pay Range Upper Pay Range Leadership Administrative				
Post duties (+ TLR if applicable):				
Relating to School Mission Statement:				
<ul style="list-style-type: none"> In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St. Mary's, Leyland places the highest value on the very positive and supportive relationships which exist between staff and between staff and pupils. Curriculum Leaders are expected to set a positive example to others in this respect 				
Operational/ Strategic Planning				
<ul style="list-style-type: none"> To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources To actively monitor and follow up student progress To implement School Policies and Procedures To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, School Development Plan / Department Development Plan and the aims and objectives of the school To link with the Department Assistant to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission 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, therefore liaising with the school's Health and Safety Manager 				
Curriculum Provision:				
<ul style="list-style-type: none"> To liaise with the Deputy / Assistant Headteachers in charge of Curriculum and Assessment to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan / School Evaluation System To be accountable for the development and delivery of Curriculum Area subjects 				
Curriculum Development:				
<ul style="list-style-type: none"> To lead curriculum development for the whole department To keep up to date with national developments in the subject area and teaching practice and methodology To actively monitor and respond to curriculum development and initiatives at national, regional and local levels To liaise with the Deputy / Assistant Head Curriculum to maintain accreditation with the relevant examination and validating bodies To be responsible for the development of Key Skills in this subject To ensure that the development of department specifications are in line with national developments 				



Curriculum Leader of English Job Description

Staffing / Staff Development / Recruitment/ Deployment of Staff

- To work with the Deputy/ Assistant Head Curriculum to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To be responsible for the efficient and effective deployment of the department's technicians/support staff
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the school's ITT programme
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model

Quality Assurance:

- To ensure the effective operation of quality control systems
- To establish the process of the setting of targets within the department and to work towards their achievement. (Data and training will be provided by the Senior Leader responsible for Assessment. Close liaison with Progress Leaders will assist this process)
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department
- To contribute to the school procedures for lesson observation
- To implement school quality procedures and to ensure adherence to those within the department
- To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where required
- To ensure that the department's quality procedures meet the requirements of self-evaluation and any school strategic plan

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system
- To make use of analysis and evaluate performance data provided by Senior Leader responsible for Assessment
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken
- To produce reports within the quality assurance cycle for the department
- To produce reports on examination performance, including the use of all available data
- To provide the Governing Body with relevant information relating to the departmental performance and development as and when required

Communications:

- To ensure that all members of the department are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parents of students
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies
- To represent the departments views and interests

Marketing and Liaison:

- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases where relevant to the department
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days / Evenings and other events
- To actively promote the development of effective subject links with external agencies

Management of Resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- To work with the Deputy Headteacher in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed



Curriculum Leader of English Job Description

Duties related to Teaching & Learning:

The Teachers' Standards document gives a full description of teacher competencies at different levels. This will be referred to when making judgements on the quality of teaching and performance generally under Appraisal/Performance Management regulations. <http://www.education.gov.uk/schools/teachingandlearning/reviewofstandards>

- To meet the Teachers' Standards
- To undertake a pro rata appropriate programme of teaching in accordance with the duties of a qualified teacher
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching
- To ensure a high-quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required
- To make appropriate provision for pupils with Special Educational Needs based on the I.E.P.'s produced in conjunction with the Learning Support Department

Duties relating to Pastoral /Other/Specifics:

- To monitor and support the overall progress and development of students within the department
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- When required, to act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description
- To contribute to PSHCEE according to school policy
- To ensure the behaviour management system is implemented in the department so that effective learning can take place
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To continue personal development as agreed
- To engage actively in the performance review process
- To undertake any other duty as specified by STPCB not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

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

Signature Post Holder:

Signature Line Manager:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.