



Job Description

Post: Curriculum Team Leader of English
Pay Range: Leadership Spine Point 13

You will be required to have full commitment to safeguarding and protecting the welfare of children and young people

You are required to carry out the duties of a schoolteacher as set out in the Schoolteachers' Pay and Conditions Document.

As a CURRICULUM TEAM LEADER you are also responsible for:

LEADERSHIP

School

- Ensure departmental and school improvement through the implementation of the school improvement plan and school policies.
- Supervision and guidance of students and staff.
- Contribute to the school's middle and Wider Senior Leadership Teams.

Team

- Induction and guidance of all English staff
- Monitoring and management of all departmental work including assessment.
- Effective chairing of regular meetings to include agendas and minutes.
- Represent the department at Curriculum Team Leaders' meetings.
- Advising on appointments – interviewing new colleagues
- Encouraging professional development and keeping the team informed of curriculum development and policy implementation
- Implement and participate in performance management review.

MONITORING STUDENTS' EXPERIENCE

Attendance:

- Ensure effective practice in accordance with the school policy.

Behaviour:

- Manage effectively students' behaviour in accordance with the school policy, applying appropriate Departmental sanctions, including regular detentions.

Records:

- Ensure that procedures are carried out to ensure that students' records are accurate, updated and accessible e.g. attendance registers, internal communications, special reports.

Reporting:

- Organise and administer appropriate and effective report writing to parents, as identified in the school Calendar.

Uniform

- Monitor the standard of uniform in accordance with school policy and deal with persistent offenders.

CURRICULUM

- Lead the team in planning for departmental improvement and cross curricular links.
- Lead in the development and regular revision of appropriate schemes of work showing differentiation and assessment in accordance with school guidelines.
- Monitor and account for the quality of teaching and learning in the department, to include regular lesson observations, marking standards through work scrutiny, quality and regularity of homework, maintenance of appropriate records.
- Lead and advise on classroom management and teaching styles appropriate to tasks.
- Liaise closely with Year Leaders to monitor student progress and agree interventions to raise achievement.
- Ensure the effective organisation of trips and visits.
- Manage the effective provision of all resources, human, financial and physical.

ASSESSMENT

- Ensuring clear and effective methods of assessment in lines with National and school policies.
- Ensuring that all relevant prior and current performance data is used to monitor individual student progress.
- Ensuring KS3, KS4 and KS5 attainment targets are met using all appropriate strategies for improvement and student support.

HEALTH AND SAFETY

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

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.