



Job Description

Deputy Curriculum Leader for English

Accountable to: Curriculum Leader of English

Accountable for: Allocation of Key Stage will be decided according to strengths and experience of the successful candidate.

TLR: 2.3 (£7,368)

Key Accountabilities

- Strategic direction and development of the curriculum area
- Within the context of the school's aims and policies, work with the curriculum leader to develop implement, monitor and evaluate subject policies, plans, targets and practices, which relate to your curriculum area of responsibility.

Key Tasks:

- Foster a climate which helps staff in your curriculum area to maintain a positive attitude to the teaching of the subject;
- To monitor the progress of students in the curriculum area through the effective use of data and implement intervention programmes where necessary;
- Use information on local and national initiatives to update policies and practices in the subject;
- Work with the curriculum leader to establish short, medium and long term plans for the development of the subject and monitor and evaluate their progress;
- Implement, monitor and evaluate school policies as they relate to the subject;
- Establish a clear understanding of how the curriculum area contributes to students' spiritual, moral, emotional, cultural, social development and race awareness;
- Highlight those aspects of the curriculum area which prepare the students for the opportunities and responsibilities of adult life.

Teaching and Learning

Secure and sustain effective teaching, evaluate standards of students' achievements and set realistic and meaningful targets for improvement.

Key Tasks:

- Review schemes of work to ensure subject coverage, continuity and progression for all students in an environment that fosters student enjoyment and engagement;
- Provide guidance on a variety of teaching and learning methods to meet the differing needs of all students;
- Contribute to the development of students' literacy, numeracy, citizenship, ICT and study skills;

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- Establish and implement clear assessment, reporting procedures within the school's ARR Policy and assist staff and students in setting targets for improvement;
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- Ensure information on students' prior attainments and achievements are used effectively to secure good progress;
- Set targets for student attainment and achievement in the key stage and monitor and evaluate progress against those targets;
- Monitor and evaluate the quality of teaching and learning in the department and use the analysis for further improvements;
- Establish a partnership with parents involving them in and informing them of their child's progress;
- Develop opportunities for students to express their views and have the opportunity to take on more responsibility;
- Develop effective links with the local community, including feeder schools, business and industry, to enhance teaching and learning in the subject and prepare students in their economic well being;
- To ensure a working environment in which learners feel safe and adopt safe practices.

Leading and managing staff

Provide the support, information and opportunities for development necessary for all those involved in the teaching of the curriculum to sustain motivation and improvement of standards.

Key Tasks:

- Deputise for the Curriculum Leader as needed.
- Help staff achieve constructive working relationships with students and parents;
- Establish clear expectations and constructive working relationships among staff;
- Take responsibility for your own CPD and audit the training needs of staff and play a leading role in their continuing professional development;
- Work with the curriculum leader to lead curriculum workshops and training.
- Ensure that trainees and Newly Qualified Teachers are appropriately trained and supported via liaison with Training School Staff.
- Support the SENCO to ensure the implementation of an appropriate IEP for students with special needs;
- Ensure that Curriculum Leader and Leadership Team Line Manager are well informed about developments relating to the department;
- Establish best practice procedures in curriculum;
- Sustain our own motivation and that of the staff within the curriculum area.

Efficient and effective development of the staff and resources

The Curriculum Leader will identify appropriate resources for the Department and ensure they are used effectively, efficiently and safely.

Key Tasks:

- Support the Curriculum Leader with timetabling and the deployment of staff;

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- Establish staff and resource needs and likely priorities for expenditure and advise the Curriculum Leader;
 - Ensure resources including capitation and ICT are effectively managed;
 - Use departmental accommodation to the best effect to create an effective and stimulating environment for the teaching and learning of the curriculum area;
 - Ensure there is a safe working and learning environment;
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- Support the curriculum leader in being pro-active in attracting additional funding and resources for the curriculum area;
 - Play a full part in the recruitment of new staff to the curriculum area.

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Person Specification

Deputy Curriculum Leader for English

Category	Essential	Desirable	Evidence form
Education and Training	<ul style="list-style-type: none"> • Qualified Teacher Status. • Graduate or equivalent in appropriate subject. • Recent evidence of subject based training. 	<ul style="list-style-type: none"> • Good Honours Degree (First or Second Class) 	Application form
Experience	<ul style="list-style-type: none"> • Significant successful teaching experience in a secondary school. • Teaching English across the full ability range in KS3 and KS4. • Up to date knowledge and understanding of current educational issues. • ICT competence and interest in using ICT in the classroom. 	<ul style="list-style-type: none"> • Experience of a leadership role within a subject area. 	Application form Letter of application
Knowledge	<ul style="list-style-type: none"> • Understanding of the characteristics of high quality teaching across English. • Knowledge of statutory curriculum, assessment, recording and reporting requirements for English. • Knowledge of strategies for raising student attainment. 	<ul style="list-style-type: none"> • How to use comparative data, together with information about students' prior attainment, to set targets for improvement. 	Interview References
Leadership Skills	<ul style="list-style-type: none"> • The ability to inspire students and staff. • The ability to lead a team towards a common goal. • Good oral and written communication skills. • The ability to solve problems and make decisions. • The ability to take responsibility for continuous professional self-development. • The ability to work under pressure and to meet deadlines. • The ability to analyse, understand and interpret relevant information and data. 	<ul style="list-style-type: none"> • The ability to teach outstanding lessons and share best practice with others. • The ability to lead other staff to support professional development. • Professional proficiency and experience in the use of ICT. 	Interview References

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	<ul style="list-style-type: none"> • The ability to set standards and provide a role model for pupils and other staff, in the teaching and learning of the subject. • The ability to prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching and involvement in school development. • The ability to use ICT appropriately. 		
Attributes	<ul style="list-style-type: none"> • Self confidence and initiative. • Reliability, resilience and integrity. • Personal impact and presence. • Enthusiasm and commitment. • Intellectual ability. • Be suitable to work with children. 	<ul style="list-style-type: none"> • Willing to contribute to the wider life of the school. • Interest and experiences outside teaching. 	Interview References

Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).