

Job Description: Curriculum Lead for English

Reports to: Director of Faculty
Start date: September 2018 or sooner if possible
Salary: Ark MPS (£26,356- 37,884) + TLR 2b (£4,784)

The Role:

To provide challenging leadership of English at a Key Stage level, in part by demonstrating high quality teaching that ensures all students achieve results in line with, or better than, value-added predictions.

To deliver outstanding teaching, to ensure effective student learning in the subject and to achieve excellent results for the students

To be a role-model and impact positively on the academy more widely.

Key responsibilities:

- To take responsibility for raising attainment at a Key Stage level, ensuring that all students achieve results in line with, or better than, value-added predictions.
- To design an engaging and challenging curriculum that inspires children to appreciate the subject and its application.
- Provide a nurturing classroom and school environment that helps students to develop as learners
- To contribute to the effective working of the academy.
- To help maintain/establish discipline across the whole academy
- To support the Head of Faculty as necessary

Outcomes and activities:

Planning

Schemes of Work, Exemplar Work and Prior Attainment Data at Key Stage Level

- To provide an Action Plan for the production of Schemes of Work (SOW) at a Key Stage level, ensuring that teachers have SOWs for the current term and that SOWs for the remaining terms will be in place and held electronically.
- To lead on the writing of SOWs at Key Stage level and to contribute to the writing of schemes of work at all key stages
- To review and refine exemplary work, ensuring that the department has a range of exemplary answers to support examinations
- To ensure teachers are using prior attainment data to set challenging targets for students at the Key Stage level.

The Examinations/Assessment Process

- To organise the content and process of practice/actual examinations throughout the Key Stage.
- To liaise with the relevant member of SLT and academy Examinations Officer and disseminate key information, including key dates, predicted grades and to advise on the completion of data relating to the examinations/assessment process, ensuring deadlines are met and quality assured.
- To monitor teachers' records, planning and delivery and ensure quality assurance

- To ensure new colleagues have access to departmental CPD on grading work and teaching to the assessment objectives, in the first instance, providing exemplar folders and ensuring that time is allocated in department meetings for appropriate CPD and that this is extended as necessary.

Raising Achievement at a Key Stage Level

- To provide support and guidance for teachers.
- To monitor Year groups in this faculty by conducting work reviews, reviewing folders and supporting teachers on aspects of raising achievement in the subject, supporting colleagues in preparing students for all examinations
- To lead on the organisation of a wide range of catch-up/intervention and revision sessions for students
- To provide a calendar of key dates to share these with parents, students and teachers
- To use the Staff and Student bulletins to update teachers, students and parents and to meet parents of underachieving students as necessary
- To submit information to revision guides, year handbooks etc.

Teaching and Learning

- In discussion with the Head of Department, plan and prepare effective teaching modules and lessons
- Teach engaging and effective lessons that motivate, inspire and improve pupil attainment
- Use regular assessments to monitor progress and set targets and respond accordingly to the results of such monitoring
- Ensure that all students achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications
- Maintain accurate departmental pupil data that can be used to make teaching more effective
- To be able to identify situations where the Head of Department needs to be involved

Academy Culture

- Support the academy's values and ethos by contributing to the development and implementation of policies practices and procedures
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a school/department culture and ethos that is utterly committed to achievement
- To be active in issues of pupil welfare and support
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

Other:

- Be a form tutor (where allocated).
- Contribute to the academy's extracurricular programme.

Person Specification: Curriculum Lead for English

Qualification Criteria:

- Qualified to degree level or professional equivalent.
- Qualified to teach and work in the UK.

Experience:

- Experience of raising attainment in a challenging classroom environment
- Evidence of continually improving the teaching and learning of their subject through schemes of work and extra-curricular activities etc.

Behaviours:

Leadership

- Effective team worker and leader
- High expectations for accountability and consistency
- Vision aligned with Ark's high aspirations, high expectations of self and others
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils

Teaching and Learning

- Excellent classroom practitioner
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Has good communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and students
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice

Other:

- This post is subject to an enhanced Disclosure and Barring