

Job Description

Curriculum Area Leader – English

Job Title:	Head of English - Curriculum Area Leader
Salary:	Teachers Mains Scale/Teachers Upper Scale plus TLR 1A
Responsible to:	English Leadership Links - Assistant Headteacher / Deputy Headteacher
Date of Job Description:	January 2020

Purpose of the Role:

- To provide professional leadership and management of their curriculum area in order to secure high quality learning and teaching along with the effective use of resources in line with budget thus ensuring the wellbeing, development, progress and standards of achievement of all students.
- To support the English Leadership Link and working with the Assistant Curriculum Area Leader in ensuring students make good progress in English and that the department runs smoothly and efficiently.
- To ensure a purposeful, positive and disciplined ethos in the department with strong progress and attainment outcomes for students.
- To assist in the development of curriculum overviews of study.
- To create schemes of work, inclusive of teaching and learning strategies, resource implementation, differentiation, homework and assessment tasks for Key Stage 3 & 4, in order to facilitate and enhance learning which will enable all students to achieve high standards, attainment and achievement.
- To quality assure schemes of work planned by planning teams in all year groups to ensure they are developed and delivered appropriately in line with curriculum overviews.
- To ensure all actions are in line with the requirements of statutory, trust and academy safeguarding policies and procedures.

Main Tasks and Responsibilities:

General Duties

- To act in accordance with the academy and FCAT's Policies and Procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To adhere to FCAT's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for your own and other people's health and safety in line with school and FCAT policies and procedures.

Key Duties and Responsibilities as Curriculum Area Leader - English

Leadership and Management

- Provide strong, effective, clear and purposeful leadership of the subject/department.
- Responsible for departmental self-evaluation contributing to overall academy self-evaluation.
- Assist in the induction, support and monitoring of new staff including NQTs
- Act as an appraisal reviewer for identified teachers, reviewing annually the performance of these teachers and setting new objectives.
- Responsible for implementation, monitoring and review of department policies and improvement targets.
- Initiate and review curriculum developments focussed on raising attainment.

- Continue to take an active interest in your own CPD and that of others.
- Accountable for a positive, purposeful and productive team spirit and well-being within the department.
- Ensure that the Assistant Curriculum Leader, Accelerated Reader Coordinator and all English colleagues fulfil Role Profile requirements competently.
- Record the minutes of Curriculum Area meetings and circulate them to all members of the Curriculum Area.
- Secure, monitor and control the use of resources to support effective teaching and learning, using SAGE to place orders as agreed by Assistant Headteacher.
- To manage own workload and that of others to allow an appropriate work-life balance and to be an advocate of Team FCAT's Work and Well-being Charter.
- Promote collaboration and work effectively as a team member and lead by example.

Frameworks

Contribute significantly to implementing workplace policies and practice, promoting collective responsibility for their implementation through the School Self Evaluation process. This includes;

- Reviewing examination performance, monitoring the setting of targets for all students, tracking student progress against these targets and intervening as necessary.
- Monitoring and evaluating the marking and assessment of students work by teachers.
- Oversee the planning of schemes of work, as well as reviewing the implementation of EXCEL, PRIDE and SMART by conducting learning walks
- To have knowledge and understanding of the Academy Improvement Plan and for this to underpin actions as CAL in achieving the English Rapid Getting to Good Plan
- Meet with Senior Leaders and English Leadership Link on a regular basis to review and evaluate the work of the curriculum team and the progress of students.
- Attend and contribute to Middle Leaders Group and English Quality Improvement Group, ensuring that good practice is shared and policy decisions are disseminated to the curriculum team at an appropriate forum.
- Attend the AQA Hub meetings, feeding back to the English Leadership Link, ACAL and department.
- Support the English Leadership Link to implement and oversee the effective use of Curriculum Area CPD designated meeting and planning time.
- Support the English Leadership Link to implement and oversee the effective use of Curriculum Area Department fortnightly meetings.

Teaching and Learning

To fulfil requirements of Classroom Teacher to main or post-threshold standards as applicable to the post holder and as defined in the teacher's standards.

- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential and to ensure that this good practice is shared within the curriculum area.
- To regularly monitor standards of teaching within the department and provide support and coaching to colleagues by personal example to further their professional development.
- Support the English Leadership Link by ensuring that teachers are deployed to teach appropriate groups which lead to learners achieving well, making progress as good as or better than, similar learners nationally.
- To support the English Leadership Link to ensure that planning teams responsible for developing Key Stage 3 and Key Stage 4 schemes of work have the resources and support to enable them to do so.
- Initiate change accordingly in line with the AQA GCSE specifications.
- Coordinate student voice for the department to inform and develop schemes of work and pedagogy in the department.
- Monitor and evaluate the setting of homework, behaviour and ambition points set by the department.
- Monitor and evaluate the spoken language component of Speaking and Listening Assessments at Key Stage 4 and liaise, as required, with the external assessment moderator.
- Coordinate and monitor the buddy timetable for the department.
- Organise and oversee Key Stage 3 & 4 Educational Visits and enrichment opportunities.
- Coordinate, organise and monitor Key Stage 4 extra intervention programmes for targeted students.

Assessment and Monitoring

- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements that pertain to all external examination courses as well as of the school's internal assessment cycle.
- Ensure that the work of colleagues responsible for examination entries and assessment procedures is reviewed and evaluated.
- Develop and monitor tracking spreadsheets for Key Stage 4 in relation to students' academic targets and ensure assessments are standardised, moderated and accurately reported using the agreed OTI.
- Support the English Leadership Link in coordinating and monitoring standardisation and moderation meetings within the department.
- Be able to utilise SISRA and other appropriate ICT software to monitor and evaluate assessment and progress.
- Promote and develop the use of assessment within all curriculum area colleagues' classrooms, ensuring that oral and written feedback is subject specific, positive and developmental to close learning gaps.
- Conduct reflection week observations and learning walks within the department.
- Provide SLT and Academy Council with relevant subject, curriculum or student performance information.

Behaviours

Teachers at Montgomery should:

- Have high expectations of students and colleagues
- Be able to build and maintain constructive relationships
- Role model the behaviour they expect of others
- Work with emotional intelligence, self awareness and control
- Understand their formal duties and responsibilities in respect to safeguarding.
- Communicate effectively by listening to others and involve them in the decision making process.
- Respect the insights of others and work well as a team member
- Be willing to share good practice, learning and resources.
- Develop themselves to improve their performance
- Take on board feedback.
- Be adaptable and make pragmatic use of innovation
- Be creative, reflective and evaluative.

Individuals in this role may also:

- To proactively collaborate with other academies within the trust
- Deputise at meetings for the English Leadership Link
- Support the English Leadership Link with the monitoring of books, conduct learning walks and assist with clearing the English corridor during changeovers to lessons.

Indicative knowledge, skills and experience

Curriculum Leaders should demonstrate a knowledge and understanding of:

- School improvement and effectiveness strategies including the process of school self-evaluation
- Processes and systems for quality assurance within the Curriculum Area
- Principles and practices in relation to managing learning and teaching, people, policy and planning, resources and finance
- Principles and practices of effective leadership and management of change
- The application of ICT to learning, teaching and management of the Curriculum Area
- Principles of curriculum Planning and Assessment for and of Learning
- Financial planning, stock inventory and resource planning