**St Thomas More Catholic Primary School**

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| **ST THOMAS MORE CATHOLIC PRIMARY SCHOOL**  **JOB DESCRIPTION**  **English Curriculum Lead** |

Role title: English Curriculum Lead

Salary: TLR 2

**Job Description**: As well as undertaking the duties and responsibilities as outlined in the MPG job description the requirements of the post are:

* To attend CPD meetings within the Borough and feedback or lead on CPD as required
* To exemplify good practice in english teaching in your own class
* To communicate enthusiasm for english to both children, staff and parents
* To work collaboratively with colleagues
* To monitor and support other teachers in becoming excellent english

practitioners

* To lead whole school development of the english curriculum
* To gain a thorough knowledge of whole school data for english
* To report to others (governors SIP etc) on analysis of whole school english
* To update documentation and practice in consultation with the staff, in

the light of fresh initiatives and/or alterations in staff expertise.

* To further personal knowledge of the english curriculum so that staff may have informed feedback on current ideas.
* To give advice to staff in selecting suitable materials and appropriate organisation to achieve targets in the subject area.
* To be responsible and accountable for any budget allocation to this area of the curriculum.
* To select equipment and materials which support the school’s english policy.
* To organise the equipment so that it is easily retrievable by staff.
* To evaluate the stock levels regularly to ensure good condition and take appropriate action if necessary regarding replacement and repair.