

**Job Advert – William Ford Church of England Junior School**

**Literacy and Language Curriculum Team Leader**

**Hours:** Fulltime

**Release time:** Statutory PPA plus additional one day a week release to support with leadership responsibilities including monitoring, team teaching, data analysis, curriculum development and book audits.

**Pay grade:** Inner LondonMPS/UPS plus TLR 2B

**Closing Date:** Friday 4th February 2022

**Interviews:** Monday 7th February 2022

**Start date:** Tuesday 19th April or earlier if possible

**Line manager:** Deputy Headteacher (Leader of Teaching and Learning) and Headteacher

**Following a successful restructure, the Governors wish to appoint a highly motivated, enthusiastic and experienced leader to this exciting role. If successful, you will have the opportunity to further your career through leading a committed team to impact on a significant school improvement priority (reading) along with writing, speaking and listening and, to a lesser extent, Modern Foreign Languages. You will have the freedom to manage your own time and implement your own changes whilst receiving full training and support from the school’s leadership. Opportunities for career development will be provided including undertaking an NPQ qualification if you so wish and your work life balance will be protected through a day release each week in addition to your statutory PPA time.**

**At William Ford, we believe more can be achieved through team work hence we have grouped subjects together to promote joined up thinking and cross curricular learning. We are working towards a curriculum goal of ‘Purposeful learning, engaging activities.’  A curriculum where children have a real or fictional purpose to the learning or a working towards a purpose at the end of the unit. William Ford is currently on an exciting journey of school improvement hence there is the opportunity for the post holder to make a significant impact which will support future applications for Senior Leadership.**

# Main purpose

* To lead the Literacy and Language curriculum team (Reading, Writing, Speaking and Listening, MfL) to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils through a creative and rigorous curriculum that supports and develops the Christian ethos of the school. Literacy and language (English and MfL)
* To take an active and positive role in the development of curriculum attainment and progress within the school as a member of the leadership team.
* To promote the wellbeing of staff and pupils in the school with particular reference to the allocated curriculum team.
* Lead and co-ordinate the work of the assigned curriculum team, ensuring all statutory and school assessments are undertaken and to be accountable for standards with the year group.
* Development of the curriculum team area through creation and implementation of policies, monitoring standards and providing feedback and training as required.
* Achieving relevant kite/quality marks within subject areas by agreement with the school leadership team and the governing body.
* The postholder will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD, and to undertake teaching responsibilities under the direction of the Headteacher, most likely in Year Four.

**Desirable qualifications, experience and qualities required:**

* Qualified teacher status
* Successful teaching experience of at least three years including KS2
* Evidence of professional development relevant to this role
* Good knowledge of legislation and guidance on curriculum requirements
* Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff
* Excellent communication and organisational skills
* Ability and experience of leading staff training
* Knowledge of effective teaching and learning strategies
* Ability to instigate and sustain long lasting change
* A good understanding of how children learn
* Ability to adapt teaching to meet pupils’ needs
* Ability to build effective working relationships with pupils
* Knowledge of guidance and requirements around safeguarding children
* Knowledge of effective behaviour management strategies
* Good IT skills
* Effective communication and interpersonal skills
* Ability to communicate a vision and inspire others
* Ability to build effective working relationships with staff and other stakeholders
* Support and develop the Christian Ethos of the School

Visits to the school are actively encouraged and can be arranged through the school office. Application forms and further details are available from the school office and on the school’s website [www.williamfordschool.co.uk](http://www.williamfordschool.co.uk)

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

**Equal Opportunity**

The post holder will be expected to undertake all duties in the context of and in compliance with the council’s equal opportunities policies. The school is an equal opportunities employer who fully subscribes to London Borough of Barking and Dagenham’s Race and Social Justice charter.

**Safeguarding**

William Ford C. of E. Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



**Job Description**

**Literacy and Language Curriculum Team Leader**

**Hours:** Fulltime

**Pay grade:** Inner LondonMPS/UPS plus TLR 2B

**Line manager:** Deputy Headteacher (Leader of Teaching and Learning) and Headteacher

# Main purpose

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* Lead and co-ordinate the work of the assigned curriculum team, ensuring all statutory and school assessments are undertaken and to be accountable for standards with the year group.
* Development of the curriculum team area through creation and implementation of policies, monitoring standards and providing feedback and training as required.
* Achieving relevant kite/quality marks within subject areas by agreement with the school leadership team and the governing body.
* The postholder will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD, and to undertake teaching responsibilities under the direction of the Headteacher.

# Duties and responsibilities

* Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in school.
* To work as part of the Leadership team in the process of devising, implementing, monitoring, assessing and evaluating the relevant curriculum provision, implementation of teaching and learning for the school, including areas of staffing, curriculum resourcing, pupil behaviour and achievement.
* Act as an ambassador for the school and positively engage with the wider school community.
* Challenge poor performance within the assigned curriculum area.
* Be an excellent practitioner who is an example to staff, pupils and parents in terms of:
1. High personal standards of classroom practice
2. Providing stimulating and challenging learning environment
3. Excellent subject knowledge of mathematics and English
4. The ability to plan, assess and evaluate to a high standard
5. High expectations of pupil achievement
6. Commitment and professionalism
7. Organisational and school operation skills
8. Excellent leadership understanding of whole school assessment and data analysis
* Take responsibility for, and be pro-active in, the day to day management of the assigned curriculum area.
* To observe all health and safety rules and guidance and to take all reasonable care to promote the

health and safety at work of yourself, other staff and pupils

* Collaborate, cooperate and support roles of colleagues, in achieving the school priorities and targets, and monitor the progress towards meeting them.
* Responsible for the welfare and safeguarding of pupils within the Literacy and Language curriculum area.
* Ensure the promotion of equal opportunities in all aspects of school life.
* Lead CPD meetings and INSET through the provision of high quality professional development,

such as coaching or accessing other sources of expertise, local and national

**Leadership and Management:**

* Advise the Deputy Headteacher/Headteacher and colleagues on the implementation of Key Stage curriculum guidance and end of Key Stage Assessment
* Evaluate pupils’ progress, achievement and attainment, and report to the Senior Management Team
* Co-ordinate and take day-to-day responsibility for the organisation and management of all staff involved in implementing the above
* Seek to ensure the effective use of the school’s resources within the relevant curriculum team including directing the work of team members
* Establish good relationships, encourage good working practices and support teachers.
* Plan, organise and chair meetings when necessary
* Support and motivate support staff working within the relevant curriculum team
* Lead by example in all areas of the curriculum
* Liaise with teaching assistants and outside agencies
* Manage resources, including budget, to the betterment of pupils

**Teaching and Learning:**

* Ensure the allocated curriculum area promotes the school’s curriculum intent of purposeful learning, engaging activities, taking robust action where this is not occurring
* Monitor and evaluate in conjunction with other colleagues the implementation of the curriculum intent
* Monitor the quality of teaching and learning, in line with school policy. This may include lesson observations, monitoring of planning, scrutiny of children’s work, pupil voice, drop ins
* Provide support to colleagues in the teaching of the allocated curriculum area across the school
* Ensure common approaches to assessment across the school
* To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition, the post is subject to compliance with:
	+ School policies and guidelines on the curriculum and school organisation
	+ Any relevant local authority and/or diocese policies
	+ National Standards for Qualified Teachers
	+ The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment
	+ SEN Code of Practice

**Recording and Assessment:**

* Update the Head Teacher, SLT and governing body on the effectiveness of provision for pupils across the relevant curriculum team to include an annual development plan
* Monitor progress across the school, provide feedback and ensure action is taken where issues are identified
* Collect and interpret assessment data with the assessment leader

**Standards and Quality Assurance**

* Support the aims and Christian ethos of the school
* Uphold the school's behaviour code and uniform regulations
* Participate in and lead staff training
* Participate in Continuing Professional Development with particular reference to the relevant curriculum area
* Lead team meetings
* Develop links with Governors, LAs and neighbouring schools

**Other duties and responsibilities**

* Support and monitor any teachers needing intensive support in the relevant curriculum area
* Ensure sufficient enrichment through visitors and education trips.

The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.

The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.



**Person Specification**

**Literacy and Language Curriculum Team Leader**

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| Criteria | Qualities |
| **Qualifications and training** | * Qualified teacher status
* Successful teaching experience of at least three years including KS2
* Evidence of professional development relevant to this role
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| **Skills and knowledge** | * Good knowledge of legislation and guidance on curriculum requirements
* Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff
* Excellent communication and organisational skills
* Ability and experience of leading staff training
* Knowledge of effective teaching and learning strategies
* Ability to instigate and sustain long lasting change
* A good understanding of how children learn
* Ability to adapt teaching to meet pupils’ needs
* Ability to build effective working relationships with pupils
* Knowledge of guidance and requirements around safeguarding children
* Knowledge of effective behaviour management strategies
* Good IT skills
* Effective communication and interpersonal skills
* Ability to communicate a vision and inspire others
* Ability to build effective working relationships with staff and other stakeholders
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| **Personal qualities** | * High expectations for all pupils and belief in bringing out the best in all
* Commitment to upholding and promoting the Christian ethos and values of the school
* Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to equality
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**Notes:**

This job description may be amended at any time in consultation with the postholder.

If you don’t have all of the experience listed above, but are interested in applying, contact the Headteacher