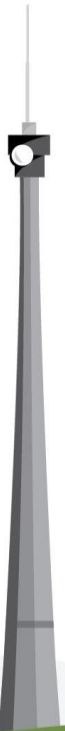


# FREEDOM TO GROW; STRENGTH YOU CAN TRUST

Strategic Leader of English  
For Kirkburton and Scissett Middle Schools

Job Scale	Grade L3-7
Hours	Full time
Type	Permanent
Job share	Not applicable
Location	Kirkburton Middle School. You will spend time each week in your 'non-home' school and you may be required to work in either middle school.
Responsible to	Head of School, Kirkburton.



## Overview

The Strategic Leadership role is a relatively new one within our Trust. It is shaped through the strong collaborative work of Kirkburton Middle School and Scissett Middle School. Each school has their own unique identity but a shared commitment to secure the highest standards of education for all our students regardless of the school attended. This role is crucial in realising this vision and is a great opportunity for someone who is passionate about their subject, but who is also motivated by working with children in Upper Key Stage 2 and Key stage 3.

The aims of the post of Strategic Curriculum Leader are to:

- Align curriculums across the middle schools to ensure parity and high expectations.
- Ensure high quality subject specific CPD and moderation processes which enables accurate and robust data collection.
- Line manage, support and challenge leaders and subject teachers within the departments in each school to ensure high quality Teaching and Learning.

## Basic Job Purpose

The role of the Strategic Curriculum Leader is crucial in developing the ethos of achievement within the Curriculum Area, in harmony with the aims and ethos of The Mast Academy Trust. Strategic Curriculum Leaders are key to the success and development of the middle schools, and the raising of pupil achievement. They are also essential in ensuring strong transition for pupils and support for First Schools within the Trust.

Strategic Curriculum Leaders must ensure that targets for improvement in the Curriculum Area are set and met, through positive approaches to Curriculum development, the alignment, planning and preparation of schemes of work, the monitoring of learning and teaching across the Curriculum Area and the support and development of staff.

Strategic Curriculum Leaders form a vital part of the Senior leadership team in each of the Middle Schools and a bridge between middle and senior leadership.

Strategic Curriculum Leaders need to have a good knowledge of educational issues and are expected to keep up to date with, lead on and work in conjunction with Subject leaders/TLR holders within their specified area alongside staff within the team in both schools, on improving pedagogy and practice where it is relevant to the Curriculum Area. They are expected to work collaboratively and strategically across the middle schools to secure the very best practice on each site; ensure curriculum parity and an equality of opportunity for children and staff.

## Main Responsibilities – Strategic Leader of English

### Staff

Responsibilities in relation to staff are to:

- Monitor the effectiveness of, and have oversight for, the work of members of the Curriculum Area
- Line manage, support and direct TLR holders within the Faculty area
- Ensure opportunities are provided for the professional development of staff, ensuring that they are up-to-date with developments in the subject Area in order to improve the quality of learning and teaching
- Support the performance management and Appraisal of staff
- Be responsible for the support and supervision of staff
- Ensure the proper and effective supervision of the work of Newly Qualified Teachers and Beginning Teachers within the Curriculum Area.
- Liaise with Headteachers in each school to report on the standards within the area and ensure robust improvement plans are in place and progress against areas for improvement are tracked and monitored.
- Ensure that staff support and uphold the school's aims and policies
- Plan and prepare a working staff handbook for the Curriculum Area as appropriate, advising on procedures, policies and practices

### Pupils

Responsibilities in relation to pupils are to:

- Have oversight of the learning of all pupils within the Curriculum Area working with any Subject Leader/TLR leaders as appropriate.
- Ensure that staff within the Curriculum Area create an ethos in which pupils feel safe and learn effectively
- Ensure that rewards policies are applied in line with Curriculum Area and whole school policy, so that pupils are praised and rewarded for good work
- Ensure that proper assessment procedures are set up in line with school policies and monitor the quality of those assessment procedures, school reports and other such communications across the Curriculum Area
- Ensure that structures are developed to deal with underachievement, poor behaviour and attendance where this affects learning, in line with subject and whole school procedures
- Make contact with parents as appropriate in line with whole school procedures
- Ensure curriculum planning has taken account of the needs of SEND pupils and that the needs of these pupils are consistently met in lessons.
- Oversee the allocation of staff to teaching groups and liaise with the Senior Leadership Team and subject leaders/TLR holders.
- Oversee the organisation of suitable pupil groupings, particularly where there is setting within the Curriculum Area, and ensure that proper group lists are compiled for input onto the administrative computer systems
- Ensure the provision of extended learning opportunities within the Curriculum Area, ensuring that any subject visits are organised in line with school policies.

## Curriculum

Responsibilities in relation to the Curriculum are to:

- Ensure that suitable long, medium and short term plans are prepared, aligned across the schools and take account of internal and external developments and requirements as well as school policies and aims so that the Curriculum is effectively delivered to pupils of all abilities
- Monitor and evaluate schemes of work and update as appropriate
- Initiate Curriculum discussion and ensure that there is constant review of teaching approaches and subject content, in line with the National Curriculum and other external requirements, so that pupils can progress within school and when they leave
- Oversee the use of baseline data within the Curriculum Area and track progress of all pupils and groups.
- Oversee the analysis and dissemination of relevant pupil data, and use this to set realistic but challenging targets for staff and pupils
- Provide information, as necessary, to the Headteacher, parents, teachers and governors about the work of the Curriculum Area

## Resources

Responsibilities in relation to resources are to:

- Plan and administer Capitation income and expenditure in conjunction with the School Business Manager, ensure its effective use and ensure that the school gets good value for money in all its purchases
- Be responsible for monitoring the use of all Curriculum Area classrooms, negotiating with premises staff on relevant issues
- Ensure that all staff have the equipment and resources needed for pupils to learn effectively and ensure that equipment and resources issued are properly used and returned
- Be responsible for good Health and Safety practice within the Area

## Role Specific

- Undertake self-evaluation and review as appropriate in line with whole school self-evaluation and review processes, including annual review of the subject Area spotlights.
- Manage and monitor systematic forward planning for the Curriculum Area in line with the School Improvement Plan including developing a Curriculum Area Improvement Plan
- Ensure there is a commitment to equality of opportunity for staff and students within the Curriculum Area in line with whole school principles
- Promote the work of the Curriculum Area through parents' evenings, assemblies, cross curricular opportunities and links with the community
- Undertake any other duties that can reasonably be expected by the Headteacher to ensure the effective running of the Curriculum Area and whole school middle/senior leadership functions

## Person Specification – Strategic Leader of English

<b>E</b>	Essential	<b>A</b>	Application Form
<b>D</b>	Desirable	<b>T</b>	Test/Exercise
		<b>I</b>	Interview
		<b>R</b>	References

### Qualifications & Experience

<b>E</b>	5 or more GCSEs at grade C or above, including English and Maths (or equivalent)	<b>A</b>
<b>E</b>	Qualified Teacher Status	<b>AI</b>
<b>E</b>	Degree or equivalent academic qualification	<b>AI</b>
<b>D</b>	NPQ in leadership	<b>AI</b>

### Experience, Knowledge & Understanding

<b>E</b>	A proven track record of successful teaching, with excellent subject knowledge in English	<b>AI</b>
<b>E</b>	Pedagogical expertise in the subject	<b>I</b>
<b>E</b>	Evidence of a good record of raising achievement and improving standards	<b>ATI</b>
<b>D</b>	Evidence of appropriate professional development	<b>A</b>
<b>D</b>	Evidence of the ability and experience to develop and maintain a sense of vision for the curriculum area.	<b>I</b>
<b>D</b>	Understanding of the GCSE requirements for English	<b>AI</b>
<b>D</b>	Understanding of the KS2 curriculum for English	<b>I</b>
<b>D</b>	Experience of successful team leadership and team membership	<b>I</b>

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**Skills & abilities**


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E	well-developed time management, planning and organisational skills	I
E	ability to communicate to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills	ATI
E	sound judgment and ability to make decisions based on understanding of relevant information	I
E	able to prioritise work, use own initiative and to manage work to meet tight deadlines	AI
E	adaptability to changing circumstances/ideas	I
E	attention to detail	AI
E	vision, imagination and creativity	I

**Personal Qualities**


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E	adaptability to changing circumstances/new ideas	I
E	ability to inspire confidence in staff, students, parents and others	I
E	a commitment to Middle School education	I
E	reliability, integrity and stamina	IR
E	determination to succeed and the highest possible expectations of self and others	I
E	intellectual ability and curiosity	I
E	resilience and perspective	I
E	personal impact and presence	I

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The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

## Application Details

Thank you for taking the time to read this pack.

Applying for the role of Strategic lead for English

If you wish to apply for the post of Strategic lead for English then please complete the application forms found on [www.themast.co.uk](http://www.themast.co.uk)

Completed applications should be returned to:

**Email:** [hr@themast.co.uk](mailto:hr@themast.co.uk) for the attention of the Executive Headteacher: Mr Chris Taylor

Postal:

HR department  
The Mast Academy Trust  
Scissett Middle School  
Wakefield Road  
Scissett  
HD8 9JX

The job code for this role is **ELKMS1124** and should be included on the envelope if posting your application, or in the subject field if you are sending using email.

If you would like an informal discussion with regards to the role prior to applying please contact Gemma Dean (PA to the Headteacher) on 01484 222737 [gdean@themast.co.uk](mailto:gdean@themast.co.uk)

### **Shortlisting**

As part of our safer recruitment process, references will be requested prior to interview. Only in exceptional circumstances will the trust/school interview without references prior, where the candidate does not wish to notify their current employer; applicants must make this clear when submitting an application. Job offers will always be on condition of satisfactory references.

Online searches will be carried out for all shortlisted candidates therefore it is essential that your 'handles' are accurate to comply with these checks. The information will be treated as strictly confidential and shared with the recruitment panel to validate your suitability for the role that you have applied for. The scope includes relevant qualifications, whether a candidate poses a potential safeguarding risk or reputational damage for the school or trust. The information found may be explored at the interview stage. Data gathered will be recorded as appropriate and destroyed in line with the data protection policy.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered, prior to the date of the interview.

### Equality Opportunity Monitoring

The Mast Academy Trust wants to meet the aims and commitments set out in its equality policy and statement. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We would appreciate it if you would complete an equal opportunity monitoring form by following (or by copy and pasting) this link:

<https://forms.office.com/r/d2JggY2K2u>

## Dates

The closing date for applications is Friday 29<sup>th</sup> November at 11.00am.

If we have not contacted you by Friday 6<sup>th</sup> December please assume that on this occasion your application has been unsuccessful.

The expected start date for the succesul candidate would be 22<sup>nd</sup> April 2025.

**Please accept this as acknowledgement of the time and interest you have shown.**