English Curriculum Leader Job Description

Post Title	**Curriculum Leader of English** TLR 1C (£11,787)
Equality statement	We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.
Overview of the Post	• To be accountable for student progress and development within the curriculum area. • To effectively line manage and deploy all teaching and support staff within the curriculum area. • To take overall responsibility for leading the organisation and administration of the curriculum area. • To raise standards of student progress, attainment and achievement within the curriculum area. • To ensure the provision of an appropriately broad, balanced and relevant curriculum that meets statutory NC requirements. • To develop, enhance and monitor the pedagogy of others within the curriculum area.
Line Managed by:	A member of the Leadership Team
Line Management of:	Second i/c English, KS3 English Coordinator, other English post-holders as they may arise, teachers and support staff within the curriculum area.
Strategic/Operational Planning	• To lead the day-to-day management, organisation and administration of the curriculum area, including effective deployment of staff and physical resources. • To monitor the implementation of school policies and procedures. • To ensure that the work in the curriculum area promotes a positive ethos and encourages social and moral responsibility. • To be responsible for continuously improving the quality of education within the curriculum area so that it is relevant to the needs of the students and to the aims, objectives and strategic plans of the school. • To play a major role as a middle leader in the development of all aspects of the school. • To address any changes, which may affect the curriculum area, and be responsible for reviewing and overseeing the production of a Departmental Improvement Plan, which reflects the School Improvement Plan.
Curriculum Provision & Development	• To lead/oversee curriculum development for the curriculum area, including the development of appropriate syllabuses, resources, Schemes of Learning, teaching strategies, assessment and marking policies. • To ensure that the curriculum area's schemes of learning support the school's implementation of all current statutory requirements to ensure inclusion and access to the curriculum e.g. SEND, equal opportunities etc. • To monitor and respond actively to national, regional and local developments and initiatives in the curriculum area, including curriculum content, teaching practice and methodology. • To liaise with the LT Line Manager and the Examinations Officer to

	maintain accreditation with the relevant examination and validating bodies.
Staffing	• To lead and inspire staff in the Curriculum area through personal example and hard work. • To promote teamwork and motivate staff to ensure effective working relations. • To be responsible for the day-to-day management and deployment of staff, including support staff, within the Curriculum area, bearing in mind work/life balance. • To oversee arrangements for classes when staff are absent, ensuring proper cover is organised and that the cover teacher is aware of what learning needs to happen. • To be a team leader in the appraisal process and maintain a portfolio of evidence to support this process. • To ensure that NQTs and BTs in the curriculum area are appropriately monitored and supported. • To ensure that RQTs in the curriculum area are appropriately monitored and supported. • To participate in the interview process for teaching posts, as required for the curriculum area.

Monitoring of Teaching & Learning	• To oversee the academic progress of students in the curriculum area by regularly monitoring their academic progress and using student data and target setting to ensure that each student is achieving their potential. • To establish common standards of practice within the curriculum area and actively monitor teaching and learning in accordance with school policies. • To be responsible for continuously improving the quality of pedagogical practice delivered by the English team. • To regularly monitor the quantity and quality of home study. • To undertake targeted book sampling in line with the school self-review model. • To establish lesson observations as a tool for continuous improvement within the curriculum area. • To monitor and evaluate the curriculum area in line with agreed school procedures and systems. • To seek/implement modification and improvement where required. • To co-ordinate, monitor and develop the provision for EAL, SEND and most able students within the curriculum area.

Management Information	• To oversee the implementation of school assessment policies within the curriculum area. • To monitor and check the quality of reports within the curriculum area. • To work effectively with the exams officer to oversee the organisation of school and external examinations, the accuracy of GCSE entries and exam data. • To produce regular reports on the subject curriculum, student progress and performance for the Governing Body. • To analyse and interpret relevant national, local and school data, plus research and inspection evidence to inform policies, practices, expectations and teaching practice.

Communications	• To co-ordinate and oversee the work of staff within the curriculum area and ensure that communications are clear. • To ensure that the curriculum area has clear aims and objectives and all members of subject staff are familiar with these. • To hold weekly departmental meetings with published agendas and minutes. • To oversee & coordinate the production and maintenance of departmental handbook and implement, monitor and evaluate policies and documentation. • To ensure effective communication/consultation as appropriate with the parents of students. • To liaise with partner schools, higher education, Examination boards, Awarding bodies and other relevant external bodies. • To represent the Curriculum area's views and interests.
Marketing & Liaison	• To manage the provision of information to parents/carers. • To oversee/organise staff attendance at Parents and Curriculum evenings as agreed within the 1265 hours' provision. • To contribute to the school liaison and marketing activities e.g. Plashet Post. • To actively promote the development of effective subject links with external agencies, partner schools and the community.
Management of Resources	• To manage the available resources of staff, space, money and equipment on the Curriculum area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment, stock, and keeping school and Curriculum area inventory updated. • To work with the Deputy Head Teacher responsible for the timetable to ensure that the teaching commitments of the Curriculum area are effectively and efficiently timetabled and roomed. • To effectively deploy any support staff in the Curriculum area to make maximum impact on Teaching and Learning. • To be responsible for oversight of classroom and corridor displays in the Curriculum area, ensuring they are attractive, relevant and regularly updated.
Pastoral Systems	• To monitor student attendance and students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures area adhered to and that appropriate action is taken where necessary. • To ensure that the Behaviour Management policy is implemented in the curriculum area so that effective learning can take place.
Teaching	• To undertake an appropriate programme of teaching in accordance with the duties of a teacher as stated in the latest school Teachers' Pay and Conditions Document and the main scale teacher job description.
Additional Duties	• To carry out duties and responsibilities necessary for the smooth running of the school as required by the Head Teacher.