



## **Job Description**

**Job Title:** Curriculum Lead for English

**Salary range:** MPS/UPS + TLR 2B

**Line Manager:** Headteacher

### **Job Purpose**

- To assist the Headteacher in the leadership and management of English throughout the school. To improve the quality of teaching and learning in order to achieve the outcomes required by government regulations and the school development / improvement plan adopted by the governing body.

### **Specific Role**

- Provide professional leadership and management in English, in order to secure high quality teaching.
- Develop & implement policies & practices to ensure governors are well informed about subject plans and policies.
- Create a climate which enables other staff to develop & maintain positive attitudes.
- To be held accountable for the development of English, standards and quality of teaching throughout the school.
- To keep up to date and well informed concerning developments in the subject
- Track progress of all pupils within subject especially vulnerable groups.
- To offer specialist support to all members of staff; to share knowledge and ideas and give advice to colleagues in order to sustain motivation and secure improvement in teaching.
- To evaluate how English is being taught, monitor teaching and learning and feedback to colleagues in order to sustain improvement
- To produce reports to the Headteacher, Governing Body and relevant staff.
- To identify appropriate resources and ensure that they are used efficiently and effectively.
- Produce and implement Action Plan for English and work with relevant governors
- Evaluate and monitor assessment procedures throughout the school and ensure accurate records are kept.

- To lead meetings throughout the year to enhance the development of the staff.
- To work collaboratively with other schools.
- To lead moderation exercises internally and externally to ensure consistency of assessment procedures throughout the key stages.

### **Professional Duties**

- To undertake the duties and responsibilities of a classroom teacher as required by the Headteacher (see extract from School Teachers' Pay and Conditions Document attached).
- Hold significant responsibilities that is not required of all classroom teachers and that:
  - is focused on teaching and learning
  - requires the exercise of a teacher's professional skills and judgement
  - has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.
  - requires the teacher to lead, manage and develop a subject or curriculum area, as specified; or to lead and manage pupil development across the curriculum
  - involves in leading, developing and enhancing the teaching practice of other staff.
- See Leadership Professional Skills Level Descriptors – appendix 1.

### **Line Management – Responsible to and for**

- Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the Headteacher of the school.
- Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the Headteacher.

### **General**

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism, through your attitude, demeanour and approach (ADA)
- Attendance at appropriate staff meetings and parents evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

### **Conditions of Employment**

- The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

### **Special Conditions**

- A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teachers' Pay and Conditions Document.
- The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

### **Review and Amendment**

- This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder.

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**Signature of post holder**

\_\_\_\_\_ **Date** / /

**Signature of Executive Headteacher**

\_\_\_\_\_ **Date** / /