

JOHN SPENCE COMMUNITY HIGH SCHOOL

JOB DESCRIPTION

MPS/UPS + TLR 2b (£5,351)

Post Title:	ASSISTANT CURRICULUM LEADER - ENGLISH
Purpose:	The post of English Teacher (Assistant Curriculum Leader) is one of professional, personal and organisational significance. The overall success of the school is highly dependent on the quality of teaching and learning within this department and therefore its leadership.
Reporting to:	Head of Department
Working Time:	195 days per year. Full time (or part time equivalent)
Salary/Grade:	MPS/TUPS + TLR2b
Disclosure level	DBS Enhanced
Responsibilities	Operational/Strategic Planning To support the Curriculum Leader for English: <ul style="list-style-type: none">• In the promotion of English as a whole and as specific subjects.• In the development and review of specifications, schemes of work, feedback and assessment policies, pedagogy and blended learning in the department• In the overseeing of day-to-day management, control and operation of course provision within the department, including physical resources.• In the active monitoring and follow up of own pupil progress and that of others.• In the implementation of school policies and procedures, e.g. Marking Policy, Equal Opportunities, Health and Safety.• In working with colleagues to formulate aims, objectives and strategic plans of the school.• In ensuring that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in line with national requirements and are updated annually.

Curriculum

To support the Curriculum Leader for English:

- In the delivery of an appropriate, comprehensive high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- In the accountability for the department and delivery of the departments curriculum.
- By keeping up-to-date with and responding to national developments in the subject area and teaching practices and methodologies; researching new topic areas, maintaining up-to-date subject knowledge and then devising and writing new curriculum materials.
- In the monitoring and support of the overall progress and development of pupils within the department. Preparing pupils for qualifications and external examinations.
- In the maintaining of accreditation with the relevant examination and validating bodies.

Staffing

To support the Curriculum Leader for English:

- In the efficient and effective deployment of the Departments support staff.
- In the making of appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the cover supervisor/relevant staff to secure appropriate cover.
- In the promotion of teamwork and motivation of staff to ensure effective working relationships.
- By helping to ensure that all members of the department/curriculum area are familiar with its aims and objectives.
- In assisting with the day-to-day management of staff within the department and act as a positive role model.
- In ensuring that staff development needs are identified and that appropriate programmes are designed to meet such needs.

Quality Assurance

To support the Curriculum Leader for English:

- In the effective operation of quality control systems.
- In the maintenance of accurate and up-to-date information concerning the department on the management information system.
- In the use of analysis and evaluation of performance data.
- In the implementation of school quality procedures and to

ensure adherence to those within the department.

- In establishing common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- By seeking/implementing modification and improvement where required.
- In ensuring that the Departments quality procedures meet the requirements of Self Evaluation and the School Development Plan.
- By representing the Departments views and interests.

Management of Resources

To support the Curriculum Leader for English:

- In the management of the available resources of staff, finance, space and equipment effectively within the limits, guidelines and procedures laid down; including deploying the department budget.

Marketing and Liaison

To support the Curriculum Leader for English:

- By contributing to the school liaison and marketing activities, e.g. the collection of material for press releases.
- In the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.
- In the active promotion and development of effective subject links with external agencies.

Pastoral System

To support the Curriculum Leader for English:

- In the monitoring and supporting of the overall progress and development of pupils within the curriculum area.
- In the monitoring of pupil attendance together with pupils' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- By acting as Form Tutor and carrying out the duties associated with the role as outlined in the generic job description.
- In the contribution to PSHSE, citizenship and Fit for Life according to the school policy.
- In the implementation of the Behaviour Management system in the Department so that effective learning can

	take place.
Additional Duties:	<ul style="list-style-type: none"> • Be aware of, and comply with, policies and procedures relating to child protection, safer working practices, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher. • Help the Curriculum Leader with Quality Assurance procedures • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date: _____

Signed: _____

**Post of Assistant Curriculum Leader: English
Person Specification**

Selection Criteria	Essential	Desirable
<p>Qualifications, training & experience</p> <ul style="list-style-type: none"> • Qualified Teacher Status • Graduate Status • High quality teaching to students of all ages and abilities • Taught across the ability range at KS3 and KS4 • A proven track record of raising student achievement • Using ICT to raise achievement and as a management tool • Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring of work • Demonstrable experience of improving successful student outcomes in the last three years • Experience as a tutor and/or pastoral work • A record of continuous professional and career development relevant to the post • Leadership and Management experience 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
<p>Knowledge & Skills</p> <ul style="list-style-type: none"> • Excellent creative teaching skills • Knowledge of current educational developments in the subject and more broadly • Experience of successful leadership • Ability to use comparative data to establish benchmarks, target resources and raise achievement • Experience of monitoring and evaluation, including school self-evaluation, to develop practice and raise standards • Ability to organise whole school/year group based activities • Knowledge of curriculum design and experience as a budget holder 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓

<p>Supporting Teaching and Learning</p> <ul style="list-style-type: none"> • Outstanding classroom practitioner with record of success at KS3 and 4 • A breadth of teaching experience within a specialist curriculum area and extra-curricular areas • A good understanding of current thinking about learning and assessment • Experience of working to improve teaching and learning at a subject / whole school level • Knowledge of and involvement in curriculum design 	<p>✓ ✓ ✓</p>	<p>✓ ✓</p>
<p>Supporting People</p> <ul style="list-style-type: none"> • Ability to provide professional advice, coaching and to support training to colleagues at all levels • An effective communicator – verbal and written, to individuals, groups and at whole staff level • Able to foster an open, fair and equitable culture, enthuse and motivate people • Ability to build trust with partners and act in an ambassadorial role for the school • Confident and assertive when working with a range of stakeholders 	<p>✓ ✓ ✓ ✓ ✓</p>	<p>✓</p>
<p>Personal Attributes</p> <ul style="list-style-type: none"> • A reflective practitioner and with good listening skills • Well organised & prepared with good time management skills • Flexible, hardworking and diligent • A proactive problem – solver • Ability to maintain optimism, enthusiasm, humour and energy, even in the most difficult of circumstances 	<p>✓ ✓ ✓ ✓ ✓ ✓</p>	

A = Application form and letter

I = Interview process

R = References