



ST ANSELM'S CATHOLIC SCHOOL

JOB DESCRIPTION: CURRICULUM LEAD FOR ENGLISH

GRADE/SALARY RANGE: TLR 1B

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Relevant degree/ QTS 	<ul style="list-style-type: none"> Further professional qualification Recent CPD relating to leadership
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> Experience across the 11-18 age range, including recent leadership experience Exemplary classroom practitioner able to demonstrate a range of successful teaching and learning strategies Experience of leading and/or liaising with colleagues across the English department and the School Ability to lead, mentor and coach Ability to prioritise and manage deadlines Evidence of strategies for ensuring Quality Assurance Awareness of equal opportunities issues A commitment to working with children and inclusion. Evidence of strategies for ensuring pace, challenge and effective AfL. Understanding of Health and Safety issues. Excellent subject knowledge 	<ul style="list-style-type: none"> Evidence of impact on the practice of others Experience of managing budgets and ensuring value for money An awareness of whole-school issues Knowledge of national educational policy, priorities and initiatives
Personal Qualities	<ul style="list-style-type: none"> Excellent record of punctuality and attendance Evidence of enthusiasm, drive and a commitment to hard-work Resourcefulness, flexibility, adaptability and initiative Excellent communication skills Patience and a good sense of humour Able to build trust and good relationships Supportive of the School's Catholic Ethos 	<ul style="list-style-type: none"> Desire and potential to progress to further promotion Commitment to own CPD

Responsibilities

Catholic Ethos, Mission and Vision

- To ensure that the Catholic Mission and Ethos of the School is actively encouraged and developed
- To actively promote equality and diversity in the English curriculum and across the School
- To create a vision, sense of purpose and pride in the department
- To monitor and self-evaluate the department and to contribute to the School Improvement Plan

Leading Teaching and Learning

- To lead, support and act as a role model to staff in the English department to develop outstanding standards of teaching and learning, continually raise standards and meet school targets
- To line manage a substantial number of staff in the English department, performance managing some of these, ensuring that appropriate national standards and resultant staff development needs are met
- To support MPS teachers in meeting the Core Standards for Teachers
- To support UPS teachers in meeting the Core Standards for Teachers and in making a "substantial and sustained contribution" to the Post-Threshold Standards for Teachers
- To ensure the effective operation of quality assurance systems including regular lesson monitoring
- To develop a culture of accountability and responsibility in the English department
- To ensure that effective Assessment for Learning and marking policies are implemented and sustained, including appropriate regular work scrutiny
- To maintain a commitment to own professional development, and to plan and deliver CPD to staff in the English department, and (where appropriate) to other staff in the School
- To keep abreast of developments in the Teaching and Learning of English and to encourage and support other members within the department to do the same.

Curriculum Development and Intervention

- To lead curriculum development and creation/adaptation of Schemes of Work so that the department's curriculum offer and delivery methods are responsive to the needs of the students, including use of new media
- To develop and sustain effective learning in Key Stage 3 and Key Stage 4.
- To challenge student under-performance by leading data analysis, intervention strategies and student and parent engagement
- To ensure effective communication/consultation with parents
- To monitor the progress of specific cohorts (SEN, PP, MAP, EAL), and plan for intervention where appropriate
- To act upon examination performance analysis and other reports to modify practice as required, including working with other Curriculum Leads to move students between bands
- To provide the SLT, Governing Body and others with relevant information relating to the department's performance and development as required

Pastoral Care, Discipline and Behaviour for Learning

- To oversee and manage Behaviour for Learning in the English department
- To oversee the departmental detention system, including the logging of student detentions and communication with parents
- To ensure that the English department contributes to aspects of PSHE and CEIAG
- To ensure that the English department supports the school's pastoral system and Ethos

Resources

- To effectively manage School resources to deliver the curriculum within budget and in accordance with the financial regulations, ensuring value for money is obtained
- To ensure that Health and Safety policies and practices are carried out in-line with specified requirements

Miscellaneous

- To ensure that the English department has a high profile in the school
- To make decisions about examination entries for national qualifications and to maintain communication with examination boards
- To oversee the departmental offer of enrichment activities to students
- To make appropriate arrangements for staff absence including appropriate cover work
- To establish department policies and to maintain accurate and up-to-date departmental information
- To interview candidates and to ensure effective department induction
- To make recommendations for effective and efficient timetabling and rooming
- To participate in the School's SCITT and NQT, GTTP programmes
- To lead the development of effective department subject links with partner schools, external agencies and the community
- To chair department meetings

Other

To undertake an agreed whole-school responsibility.

The Curriculum Lead for English may be required to undertake any other reasonable tasks as required by the Headteacher

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