

## Job Description

<b>School:</b>	<b>The Whitstable School</b>
<b>Job Title:</b>	Curriculum Leader for English at KS3
<b>Grade:</b>	Main/Upper Pay Range
<b>Responsible to:</b>	Senior Leadership Team

### Main duties and responsibilities (Accountabilities)

In addition to the upholding the national Teachers' Standards, you will:

Support the Director of English by taking responsibility for the teaching of English at KS3 including schemes of work, planning, assessment, setting and monitoring of what is taught, monitoring student learning and progress, and monitoring of staff teaching in the key stages

Act as a Curriculum Lead in liaison with the Director of English and be responsible for leading and developing the area

Promote effective primary liaison

Support curriculum development within the whole department with particular emphasis in English at KS3

Monitor the development of schemes of work, including any new initiatives, to enhance and extend teaching and learning to good and outstanding levels within the department

Assist with the examination process, including the setting of internal examinations, to monitor pupil progress

Provide and model exemplary practice for other teachers to observe

Assist in leading the department meetings and inset time, in liaison with the senior leadership team

Lead contributions to the department improvement plan

Support the senior leadership team with the development of student teachers and new members of staff

Support the Director of English with the strategic overview of the subject curriculum and timetable

Coordinate and organise such days / activities as will enhance the teaching of English e.g. speakers and study visits etc

Manage assessment, recording and reporting within the subject

Implement a range of subject-based, whole school and wider community based learning experiences

Implement and support all school policies

Identify, co-ordinate and deliver appropriate staff CPD

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. 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.

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 sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

**Job Title:** Curriculum Leader for English at KS3

**Grade:** Main/Upper Pay Range

**Responsible to:** Senior Leadership Team

	<b>Criteria</b>
<b>Qualifications</b>	Qualified Teacher Status with a good honours degree
<b>Experience</b>	Evidence of consistently good or outstanding teaching and learning across Key Stages 3-5 Teaching a wide range of ability levels Evidence of good outcomes within your classes
<b>Skills and Abilities</b>	Strong numeracy and literacy skills The ability to use ICT effectively to engage students Good influencing skills Models of behaviour management Strategies for ensuring inclusion and access A good understanding of the importance of literacy and numeracy across the curriculum How to design, implement and evaluate successful interventions, following the effective use of data to track and monitor the progress of individual students and groups of students (including vulnerable groups) Able to contribute to colleagues' professional development activities The ability to challenge, influence and motivate others
<b>Knowledge</b>	Strategies for raising achievement and achieving excellence Different methods of teaching and learning The use of new and emerging technologies to support teaching and learning Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality Strategies for developing effective teachers Curricular and assessment developments within English at Key Stage 3, with an appreciation of how the content, skills and teaching strategies best prepare students for success at KS4

<b>Personal qualities</b>	Smart, professional appearance Passion for learning and teaching and is committed to inspire the love of learning Positive, enthusiastic outlook, embracing risk and innovation 'Can do' approach and not prone to negativity Organised, methodical and adaptable Conscientious, polite with a good sense of humour Ability to remain calm and effective when under pressure Hardworking, reliable and trustworthy Ability to communicate effectively orally and in writing to a range of audiences Ability to recognise and celebrate excellence Willingness to embrace change Willingness to continue to develop own expertise (evidenced through Continued Professional Development) Able to lead, inspire and manage support staff
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All staff in the school have a personal responsibility for the health and safety of themselves, their colleagues, students and visitors. They must comply with any duty or requirement imposed by their line manager or statute and must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. These are specified more precisely in Section C of the school's Health and Safety Policy, copies of which are available from the Headteacher.