

Job Description: Curriculum Leader for English and the Arts

Post title:	Curriculum Leader for English and Literacy Across the Curriculum
Pay Range:	Standard national scale in line with the current <i>School Teachers' Pay and Conditions</i> document plus SEN1 plus the appropriate TLR2(1) payment
Reporting to:	Deputy Head Teacher
Supervision:	Teachers of English
Leadership and Management time allowance:	5 hours per week
Key purpose of the post:	
<p>The role of the Curriculum Lead for English and Literacy Across the Curriculum is to provide professional leadership and management and ensure high quality teaching and learning, effective use of resources, effective coaching and mentoring and improved standards of attainment and progress in student learning.</p> <p>They will:</p> <ul style="list-style-type: none"> • Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document and the OHS own specific policies. • Be responsible for the organisation, planning and evaluation in English and Literacy Across the Curriculum • Be an excellent classroom practitioner and act as a role model for other teaching staff and support staff with planning, delivery, assessment and reporting within your subject areas • Have an impact on educational progress beyond your assigned pupils • Work as part of the wider Curriculum team in contributing to team and whole school improvement 	
Specific roles/responsibilities of the post:	
<p>These include:</p> <ol style="list-style-type: none"> 1. Establishing a clear vision and objectives for your curriculum area through the provision of strategic leadership with effective communication 2. Leading the curriculum team's work on self-evaluation and facilitate monitoring activities that will provide evidence of impact 3. Creating and implement a Curriculum Improvement Plan that reflects and address priorities for improvement 4. Developing and reviewing policy and practice in consultation with team members 5. Improving outcomes and student achievement through the provision of high quality teaching, learning and assessment and targeted intervention planning. 6. Leading on curriculum development and assessment practices including new qualifications and examination specifications 7. Quality assuring long term, medium term and short term planning that reflects developments in pedagogy and practice 8. Securing a creative and collaborative working environment across the team 	
Duties and responsibilities:	
Leadership and management	<ol style="list-style-type: none"> (a) Support and implement the vision and ethos of OHS (b) Ensure that the work of the team is inclusive and issues are addressed and referred to the leadership team if necessary (c) Ensure policies are reviewed regularly and are translated into practice by the team and that you bring to the attention of leadership team any which may need revisions or amendments

	<p>(d) Together with the leadership team, lead on the school self-evaluation process for your TLR area including lesson observations, monitoring of team standards and bringing about improvement</p> <p>(e) As appropriate, contribute to the writing of self-evaluation and policy documents</p> <p>(f) Promote cross curricular approaches to teaching and learning</p> <p>(g) Be a proactive and effective member of the team</p> <p>(h) Be an effective role model for your team in terms of teaching, behaviour and classroom management</p>
Teaching and learning	<p>(a) Lead the teaching of English and Literacy Across the Curriculum</p> <p>(b) Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range</p> <p>(c) Provide and attend relevant CPD opportunities ensuring that the pedagogy and practice of the team reflects best educational standards/expectations of examination specifications</p>
Monitoring and assessment	<p>(a) Together with the leadership team of the OHS, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across English and Literacy Across the Curriculum</p> <p>(b) Monitor standards including recorded work as relevant to your TLR</p>
Manage resources	<p>Manage, monitor and accurately account for any budget expenditure for the curriculum team</p> <p>Evaluate, organise and monitor the use of resources</p>
Staff development	<p>(a) Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole team approach</p> <p>(b) Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, cooperation and teamwork</p> <p>(c) Ensure you keep up to date with current developments in English and Literacy and disseminate information as appropriate</p>
<p>In addition to the specific responsibilities outlined above, the Curriculum Leader for English and Literacy Across the Curriculum, as a middle leader will be expected to:</p>	
<ul style="list-style-type: none"> ● Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture ● Support the aims and ethos of the school ● Set a good example in terms of dress, punctuality and attendance ● Take on any additional responsibilities which might from time to time be agreed with the Headteacher ● Build strong links with parents and carers ● Uphold the school's behaviour code ● Participate in and where appropriate lead staff training ● Attend and where appropriate lead team, SLT and staff meetings ● Develop strong links with governors, LA support teams, outside agencies, and neighbouring schools ● Take appropriate responsibility for own health, safety and welfare 	