

# Job Description – Curriculum Leader of English

## Line Manager – Headteacher

At St. Thomas More we believe that every learner is unique with a particular blend of God-given talents and gifts and that individuals should be encouraged, challenged and given opportunities to develop their full potential as human beings.

To realise this we are committed to:

- Developing a learning community based on Christian values
- Providing a secure, welcoming and ordered environment in which individuals can learn
- Supporting quality learning through quality teaching
- Encouraging everyone to strive to do their best and to strive for the highest standards in all areas of activity
- Helping students grow into confident, open, resourceful young people with a sense of self-worth and aspiration for their future
- Working with stakeholders and partners to achieve the above

A subject teacher at St. Thomas More RC High School is expected to

- carry out the professional responsibilities outlined below (see also DfE School Teachers' Pay and Conditions Document)
- continue to meet Core and Threshold Professional Standards, as appropriate
- support the school's Mission Statement and Aims
- follow whole- school and departmental policies
- undertake the duties of a pastoral tutor
- work co-operatively and collaboratively within the departmental and other teams

## Professional Duties

### Teaching

- Plan and prepare course and lessons according to Schemes of Work
- Teach students assigned to him/her according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
- Assess, record and report on the development, progress and attainment of students
- Advise and co-operate with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

### Student Care and Achievement

- Promote the general progress and well-being of individual students and of any group of students assigned to him/her
- Carry out the duties of a Form Tutor (see staff handbook p27-29)
- Provide guidance and advice to students on educational and social matters and on their future education and career, including information about sources of more expert advice on specific questions.
- Make records of and reports on the personal and social needs of students
- Communicate and consult with the parents of students both in writing (school reports) and in person (parents' evenings)
- Maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

### Performance Management

- Participate in arrangements made in accordance with the 2006 regulations for the appraisal/review of his/her performance

#### Review, induction, further training and development

- Review from time to time his/her methods of teaching and programmes of work
- Participate in arrangements for further training and professional development as a teacher, including that which aims to meet needs identified in the Performance Management process.

#### Staff meetings

- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

#### Cover

- Supervise and as far as practicable teach any students whose teacher is not available to them, with due regard to the school's Cover Policy (except in the case of a teacher employed wholly or partly for the purpose of providing such cover)

#### Examinations

- Participate in arrangements for preparing students for external examinations, assessing students for the purposes of such examinations and recording and reporting such assessments.

#### Administration

- Participate in administrative and organisational tasks related to such duties as described above, including the direction or supervision of persons providing support for teachers in the school

#### **Additional Responsibilities: Curriculum Leader**

- Provide effective leadership to the department
- Promote effective teaching and learning in the department
- Lead, support, monitor and evaluate the work of the department and the departmental team
- Co-ordinate and monitor assessment, recording, reporting
- Maintain, develop and review curriculum provision and curriculum guidelines
- Deploy staff effectively, in consultation with Leadership Team
- Promote achievement and improvement
- Organise teaching groups, in consultation with Leadership Team
- Promote good student behaviour and discipline within the department
- Ensure departmental representation within school and beyond, attend appropriate meetings, liaise effectively with other staff and departments eg leadership team, pastoral teams, SENCO, ICT staff
- Keep up to date with current developments within the subject area and keep departmental team informed
- Oversee and encourage professional development of staff
- Implement Performance Management arrangements
- Help with staff appointments and advise on recruitment
- Manage resources within the department, stock control
- Care of specialist rooms in the department and encourage maintenance of attractive learning environment
- Conduct regular departmental meetings, minute and circulate to relevant staff including Headteacher
- Carry out examination responsibilities as detailed in the school's Examination Policy

#### Notes

- This description does not direct the particular amount of time to be spent on carrying out these duties and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the subject teacher's role. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the post holder