

**SALARY SCALE:** Main Pay Scale + TLR2b + SEN allowance

## **JOB DESCRIPTION**

**1.0 JOB TITLE:** Curriculum Leader for English and communication

### **2.0 JOB PURPOSE:**

The curriculum leader will take lead responsibility for providing leadership and management of English and Communication to secure:

High-quality teaching

Effective use of curriculum budget & appropriate resources

Improved standards of engagement, learning and achievement for all

Access to education for all including universal and targeted approaches

### **3.0 DUTIES AND RESPONSIBILITIES**

#### **Strategic direction**

Develop and implement relevant strategies for English and communication in line with our school's commitment to high-quality teaching and learning

Demonstrate an understanding of the context of the school with particular attention to SEND and determine & implement strategies to support

Promote the subjects, their importance, and the value that they bring across the school

Promote the Unicef RRS award and help others to understand and uphold children's universal rights

Have a good understanding of how well the subjects are being delivered and the impact they have on pupil achievement

Use this understanding to feed into the school development plan and produce an action plan for the subjects

Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subjects

Consult pupils, parents and staff about the subjects and their effectiveness, and assess the feedback against the school's values, visions and aims

Work with the Associate Heads of School to ensure the curriculum matches the individual needs of different pupils, including disadvantaged pupils and considering their special educational needs and/or disabilities (SEND) and provision outlined within their EHCP.

Work with the Early Years Foundation Stage (EYFS) leader to understand how the subjects are developed at the EYFS and to support the EYFS

Work with the Sixth form Leader to understand how the subjects are developed at KS5 and to support the sixth form

Work alongside Trust leads and external improvement partners to identify areas for further development and act upon them

Support parents to develop an understanding of curriculum delivery through parent events, parents evenings and using parent communication platforms

Liaise with colleagues across the Education Impact Academy Trust within subject groups on subject-related events, projects, activities & future development.

### **Leading the curriculum**

Develop and review regularly the vision, aims and purpose for the subject areas

Oversee the planning of the curriculum content, milestones and schemes of work ensuring it is well sequenced to promote pupil progress and preparation for adulthood

Ensure the planned curriculum is effectively and consistently implemented across the school

Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning

Have an overarching responsibility for pupils' achievement and standards in the subject areas

Promote community access / enrichment activities that will enhance the curriculum offer for the subjects.

### **Leading and managing staff**

Hold regular team meetings with staff to keep them staff informed of any developments or changes

Provide support to staff regarding teaching and learning, resources, and planning in the subject areas

Monitor teaching and learning by visiting lessons, scrutinising planning and pupil work and talking with pupils to assess how well the subject areas are being implemented and how well it is delivered across the school

Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject areas

Coach and model team teaching

Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises

Deputise for Associate Heads of School if and where required

## **Efficient and effective deployment of resources**

Provide support with assistive technology, textbooks and library books and resources linked to the subject areas

Work with other curriculum leads to ensure that links between other subject topics are used within the curriculum

Create a safe, welcoming environment and take care of the classroom environment

Provide support with classroom displays for the subject area across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils

Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs

Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience

Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home if and where required

## **Teaching**

**(Teaching load for 2025/26 19 hours per week. To be reviewed on an annual basis based on the needs of the school)**

Ensuring that the register is marked punctually and kept up to date as required by law

Planning and preparing work for pupils assigned to you

Setting cover work for absent teachers as appropriate

Teaching, according to the educational needs of the pupils assigned to you including the setting and marking of work carried out by those

Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to you.

Communicating and consulting, in accordance with guidelines, with parents of the pupils you are assigned to teach.

Participating in any arrangements within an agreed national framework for the appraisal of your performance

Reviewing from time to time your methods of teaching and programme of work

Participating in arrangements for your further training and professional development as a teacher as appropriate

Taking all reasonable steps to maintain good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised college activities elsewhere

Participating, as appropriate, in meetings at the school which relate to the curriculum administration or organisation of the school

Participating in arrangements, as appropriate, for preparing pupils for public examination and assessment approved by the Secretary of State, recording and reporting such assessments

Teaching collaboratively with staff when and where appropriate

Liaising with medical, paramedical and support services as appropriate

### **Other areas of responsibility**

#### **Safeguarding**

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary

Promote the safeguarding of all pupils in the school

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the subject leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

#### **4 LINE MANAGEMENT – RESPONSIBILITY TO AND FOR**

- Responsible to the appropriate member of the school leadership team
- Responsible for the supervision of persons providing support in the classroom.
  - Responsible for the supervision and management of teaching assistants.
  - Responsible for the monitoring and quality assurance of teachers delivering English and Communication

#### **5 CONDITIONS OF EMPLOYMENT**

The above responsibilities are in accordance with the requirements of the Teachers' Pay and Conditions Act 1987 and subsequent Orders in terms of duties and working time, also any local agreements, LA circulars and guidelines giving interpretations of teachers' conditions of service.

#### **6 REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

#### **7 COMPLAINTS**

If following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes