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**JOB DESCRIPTION: Curriculum Leader - English**

**Grade: MPS/UPS + TLR1b**

**Overview of Curriculum Leader role expectations:**

In this role you will take overall responsibility for the leadership, management and co-ordination of all the work within the English Curriculum Area

**Responsibilities and Tasks.**

As Curriculum Leader, in addition to carrying out the professional duties specified in the Teachers’ Pay and Conditions Document, he/she will be responsible to the Principal and Leadership Line Manager for the following specific areas: 1

1. Curriculum Development:

* To lead and involve all curriculum area staff in the development planning for their area.
* To manage all aspects of the curriculum within the Curriculum Area to maximise student progress.

1. Raising Student Achievement:

* To have overall responsibility for the assessment, recording and reporting within the curriculum area.
* To promote a purposeful, disciplined and thriving learning environment within the Curriculum Area which aims to raise student expectations and self-esteem.

1. Staff Development

* To manage the development of staff in accordance with whole school, Curriculum Area and individual needs.

1. Other Management Roles

* To represent their area through the school’s consultative structure and to consult with the Principal / Leadership Team line manager on matters concerning their Curriculum Area.
* To manage effectively and efficiently all resources within the Curriculum Area.
* To represent their Curriculum Area as necessary within the school and at meetings with governors, parents, inspectors, feeder schools, other secondary schools, etc.
* To co-ordinate, promote and be involved in extra-curricular activities.
* In addition, the role includes a teaching load.
* Adherence to all safeguarding policies and procedures in place at George Mitchell School.

Name of Post Holder:

Signature:

Date:

**Person Specification: Curriculum leader - Science**

Criteria

**Qualifications / Education / Training**

1. Qualified Teacher Status / PGCE or equivalent.

2. First degree.

3. Evidence of continuing and recent professional development.

4. Further degree\*

**Experience**

5. Track record of good or outstanding teaching.

6. Experience of leading a team/s or area across the wider school\*.

7. Ability to teach KS3 and KS4 English across the school (preferably AQA specification).

8. Clear evidence of successful teaching at examination level with outcomes exceeding school targets.

**Skills, Knowledge and Abilities**

9. Evidence of good organisational skills.

10. Good interpersonal skills.

11. Good written, research and communication skills.

12. Ability to manage resources effectively.

13. Ability to motivate and effectively manage students in large numbers and individually.

14. Ability to communicate effectively, motivating and influencing staff, students, parents and all

stakeholders.

**Equal Opportunities**

15. Commitment to equal opportunities and inclusion.

16. Ability to promote and support the school’s Equality and Diversity Policy.

Disposition

17. Flexibility, resourcefulness and commitment to George Mitchell School

18. Ability to work hard with competing deadlines and prioritising appropriately.

19. To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.

20. To believe in the importance of teamwork and a collaborative approach, and be able to build supportive working relationships with colleagues.

21. A willingness to commit time to extra-curricular activities.

22. To demonstrate an innovative, diligent, “can do” attitude.

23. To be energetic and enthusiastic, a naturally positive outlook.

24. A willingness to be involved in curriculum development.