



Job Title: Curriculum Area Leader - English

School: Penketh High School

Pay Scale: MPS/UPS & TLR1A

Responsible to: Vice Principal Curriculum and Outcomes

Key Role: To take responsibility for developing the curriculum and leading the delivery of English, ensuring pupils achieve their full potential in English. The successful candidate will lead and inspire the department to execute a well-considered curriculum through high quality and evidence-based teaching practices, within a climate underpinned by high expectations. The Curriculum Area Leader will play a key role in facilitating high standards of teaching and learning by guiding subject specific opportunities for professional development.

The post holder will develop a curriculum that supports the development of procedural, declarative, substantive and disciplinary knowledge of pupils to support progression to the next phase of study. It's crucial that the curriculum builds authentic links between other subjects to support pupil understanding of content across the range of subjects studied across both Key Stage 3 and 4.

The key stage 4 curriculum should satisfy the needs of the specification(s) being studied, enabling pupils to make strong progress against national expectations. The curriculum should support learners' progression to studies at Key Stage 5.

Leadership

- Lead the pedagogy and methodology of teaching and learning in English to ensure that learning meets the needs of all learners.
- Monitor planning, curriculum coverage and learning outcomes.
- Lead staff who deliver the subject, including teachers and teaching assistants to ensure that they collaborate effectively and deliver teaching and learning of a high quality.
- Provide motivation and drive to ensure pupils are engaged in their learning and that their learning needs are met through effective target setting, adaptive teaching, challenge and support, including for pupils identified as having SEND.
- Monitor student standards and achievement against individual and subject targets.
- Ensure that relevant attainment/achievement targets are met.
- Plan and implement strategies where improvement needs are identified.
- Use regular evaluation to identify relevant subject improvement priorities.



- Define, agree and implement appropriate improvement targets through subject action planning.
- Evaluate the impact of all improvement activities on the quality of teaching and learning.
- Provide senior leaders with relevant subject performance information.
- Work alongside senior leaders to plan and execute a well-considered curriculum that guides pupils to secure a comprehensive understanding of the subject and facilitates academic success.
- Work with leaders and others within the department to embed subject specific and whole school strategies that ensure effective practice.
- Work alongside senior leaders to evaluate the progress and performance of the department in order to action plan effectively.
- Provide opportunities for learning outside school through regular setting and assessment of homework and in enabling access to learning through the school virtual learning environment (Teams).
- Contribute to the development of effective behaviour for learning strategies and to lead the implementation of these within the Department. Ensure effective monitoring of student behaviour and application of the learning strategies.
- Contribute to the school's enrichment programme with holistic opportunities for pupils.
- Identify and facilitate subject level performance opportunities for pupils.
- Identify high quality wider curriculum opportunities for pupils, including trips to support understanding of the content delivered and broader enrichment opportunities that enable pupils to broaden and extend their understanding of areas of interest.
- Be responsible for the departmental practices that align with whole school principles and quality assure the execution of these practices across the department.

Performance Management

- Contribute to effective performance management systems in the school and ensure that the Department supports these through development planning.
- Contribute to the school ethos of sharing best practice and developing open and collaborative working within the team and across the affiliated subjects.
- Ensure standards are properly monitored and evaluated through the school's agreed processes of self-evaluation and quality assurance.
- Use comparative data to aid analysis of performance of teachers and pupils to aid discussions with the senior leaders.
- Monitor and evaluate the contribution and impact of other staff to school improvement within the subject area.
- Ensure effective Continuing Professional Development is provided to reflect school, departmental and individual objectives.
- Contribute to the selection, deployment and organisation of staff to achieve department and whole school improvement objectives.



School Level

- Support school ethos and policies in planning and delivery of courses.
- Contribute to the development of school policy [e.g. spiritual, moral, social and cultural development of pupils].
- Represent the Department at regular school meetings involving leaders and with external agencies and ensure effective communication of the outcomes to members of the team.
- Attend and report to stakeholders, including the Governing Body and parents, regarding departmental and pupil performance.
- Model the Professional Standards of QTS/Post Threshold teachers, as appropriate.
- Maintain personal expertise and share this with other teachers.
- Act as a role model of good learning and teaching practice for other teachers, modelling effective strategies with them.

Pupil Outcomes

- Monitor and promote progress of all pupils in English courses towards agreed targets including any external examinations.
- Monitor and promote pupil attitudes to and engagement in learning within the curriculum area.
- Celebrate and encourage the achievements of the students.
- Support pupils to secure outcomes in-line with pupils nationally, striving to exceed expected outcomes.

Resources

- Develop a learning environment that engages learners and enables both enjoyment in learning and high performance.
- Manage the departmental budget and identify suitable resources.
- Ensure 'best value' in effective deployment of resources.
- Seek and secure additional funding through bids.
- Ensure a safe learning environment.
- Carry out Health and Safety Risk Assessments and report concerns to the School Operations Manager.
- Work alongside senior leaders to plan and execute a well-considered curriculum that guides pupils to secure a comprehensive understanding of the subject and facilitates academic success; identifying resources needed to achieve this.



General

- Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
- To perform supervisory duties in accordance with published rotas.
- Ensure child protection and safeguarding responsibilities are met.
- Undertake the duties of teachers as outlined in the School Teachers Pay and Conditions Document.
- To understand the need to take responsibility for your own professional development and to keep up to date with research and development in pedagogy and in your subject.
- Take a lead in managing your performance management process influencing, owning and delivering impact in relation to targets set.
- To follow procedures of school policies/Staff Handbook.
- Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.