



**CURRICULUM LEADER: ENGLISH  
JOB DESCRIPTION  
SEPTEMBER 2020**

To be part of the Middle Leadership Team with lead responsibility for student progress in English and Literacy across the Curriculum

To ensure a robust and challenging English curriculum, which meets the needs of all students

To lead English teachers and support staff in the use of half termly progress data across all key stages to identify underachievement and ensure timely and effective steps are taken to reduce attainment gaps

To ensure consistently high standards of delivery across the English Department through the sharing of Schemes of Learning and quality, up-to-date resources

To ensure regular open communication between English staff with a focus on meeting the needs of all students

To develop the role of the English subject support staff and establish a common working practice in all English lessons, ensuring high quality support for students

To lead all teachers in the effective teaching of English within their subject, ensuring common standards and approaches to the teaching of English and ensuring the subject maintains a high profile throughout the school

To maintain a thorough understanding of our students and their needs in order to identify strategies to raise attainment and share these with English teachers and support staff

To share engaging and appropriate tasks for weekly Literacy Mentor Time

To monitor effectiveness through lesson drop-ins and work scrutinies and share findings with leadership colleagues and English staff to quality assure teaching and learning within the department

To identify students requiring additional Intervention and collaborate with the Senior Support Team to put interventions in place and monitor their impact

To ensure internal and external moderation of English is thorough and follows school policy

To maintain a constant overview of the progress in English of students in receipt of pupil premium funding as well as that of other identified vulnerable groups

To report to the Senior Leader with responsibility for Progress and Attainment and analyse the impact of strategies and interventions designed to raise attainment in English

To contribute to action planning and to help develop aspects of the School Improvement Framework

To keep abreast of local and national research and developments in raising attainment in English and share strategies with all staff through:

- Staff training sessions, including twilight sessions and whole school training days
- Termly staff CPD newsletters
- Weekly briefing

To ensure the Library maintains a high profile with all stakeholders and is used throughout the whole school curriculum to support learning

To quality assure all English reports to parents

To contribute to quality whole school CPD

To participate in meetings as required, including Middle Leadership Team meetings