

Curriculum Lead for English

Reports to: Head of School

Salary: Dependent on experience

Contract Type: Permanent, Full-time

Location: Fordham, Cambridgeshire

Responsibilities

The responsibilities outlined in this job description may be modified by the Director or Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Strategic leadership and direction

- Develop and implement policies for English and literacy in line with the school's commitment to high-quality teaching and learning
- Promote the subject, its importance, and its value across the school
- Maintain a clear understanding of how effectively the subject is delivered and its impact on pupil achievement
- Use this understanding to contribute to the school development plan and produce a subject action plan
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values
- Consult pupils, parents/carers and staff on the effectiveness of the subject and evaluate this against the school's vision and values
- Work with the SENCO and DSL to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with SEND
- Promote careers education through the subject area
- Deploy staff effectively, ensuring teaching assistants are used appropriately
- Liaise with feeder primary schools to support transition and curriculum progression
- Work with leaders across In Toto Ed on subject-related initiatives, events and projects

Curriculum leadership and development

- Develop and regularly review the vision, aims and purpose for English and literacy
- Oversee curriculum planning to ensure clear sequencing and progression

- Ensure the curriculum is implemented consistently and effectively across the school
- Establish and maintain effective assessment systems to monitor pupil progress
- Take overall responsibility for standards and achievement in English and literacy

Leading and managing staff

- Establish and lead an effective team, holding regular meetings to support high-quality teaching
- Support staff with teaching strategies, planning and resource development
- Monitor teaching and learning through lesson visits, work scrutiny and pupil voice
- Provide constructive feedback and identify CPD needs
- Deliver and facilitate professional development within the subject
- Support staff through coaching and team teaching
- Liaise with exam boards to ensure accurate delivery of specifications
- Support accurate assessment and moderation processes
- Lead performance management and appraisal for subject staff
- Contribute to timetabling and pupil grouping

Teaching and learning

- Ensure high-quality teaching across the subject area
- Promote high expectations of behaviour and achievement
- Support improvements in teaching practice and student outcomes

Resource management

- Evaluate and develop the use of physical and digital resources
- Maintain a safe, engaging and stimulating learning environment
- Audit and manage subject resources effectively
- Manage the subject budget to maximise impact on learning
- Ensure resources support remote learning where required

Safeguarding

The postholder will be required to:



- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and school policies
- Work with the DSL to promote the best interests of pupils and report concerns
- Promote and safeguard the welfare of all pupils

Other professional duties

- Support and uphold the aims and ethos of the school
- Contribute to whole-school development and improvement
- Participate in meetings, training and school events
- Carry out additional duties appropriate to the role as directed by the Head of School

Notes

This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to undertake other duties appropriate to the level of the role.

This job description may be amended at any time in consultation with the postholder.