

Job Description

Job Title:	Curriculum Leader English
Responsible To:	Designated member of the Leadership Team
Hours:	Full Time
TLR Level:	TLR 1D
Date Produced:	March 2026

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying each out.

The post holder has a teaching and learning responsibility in the Curriculum Area English

Within that Curriculum Area the teacher will:

- Impact on educational progress beyond their assigned students.
- Lead, develop and enhance the teaching practice of others.
- Be accountable for leading, managing and developing whole School policy and practice in the identified Curriculum Area of English.
- Have line management responsibility for a significant number of people.

The post holder will actively support the School's 'Raising Achievement of All' culture and participate in whole School self-evaluation and development.

The broad purpose of this post will include:

- Raising standards of student achievement within the School.
- Undertaking the professional duties of a teacher of English Literature & Language.
- Undertaking duties/roles and responsibilities assigned to him/her by the Headteacher.

Generic responsibilities:

- Plan and teach well structured lessons, adapting to the strengths and needs of students.
- Safeguard and promote the welfare of students.
- Demonstrate high expectations of all students whilst maintaining high standards of behaviour.
- Contribute to the development of School policy, including the Curriculum Area Improvement Plan.
- Implement School policies and procedures.
- Ensure the learning experience of students is an enjoyable one.
- Ensure effective learning and teaching to maximise opportunities.
- Ensure effective resource preparation, marking, assessment and record keeping.
- Provide reports to Parents and Carers as required.
- Act as a positive, professional role model.
- Participate in appropriate meetings.
- Make a positive contribution to the School's pastoral system as a tutor or in other relevant roles.
- Ensure students have the opportunity to contribute to the self-evaluation process.
- Carry out other relevant and appropriate tasks as directed by the Headteacher.
- Lead and drive the effective use of ICT and digital technologies for improving learning and for management purposes.
- Play a part in the School's health and safety procedures.

Specific responsibilities:

- Lead on development of issues resulting from the identification of trends in student performance from the monitoring and evaluating of assessment data.

- Define, evaluate and lead on intervention strategies to address issues for development that have been identified.
- Identify quantifiable and challenging student progress objectives with teachers within their Appraisal objectives.
- Promote team work and the sharing of good practice through effective departmental professional development so that staff can maintain up to date knowledge and understanding of a range of teaching, learning and assessment strategies within English.
- Support teachers in planning appropriate strategies to achieve student progress target levels and objectives.
- Be accountable for meeting student progress target levels within the Curriculum Area.
- Lead the Curriculum Area in encouraging students' motivation and enthusiasm in the subject.
- Monitor the objectives and targets for all students.
- Lead on the promotion of the importance of raising student achievement.
- Monitor and evaluate the planning of other teachers in the Curriculum Area, providing constructive and developmental feedback on a regular basis.
- Lead on the dissemination of examples of effective planning practice within the Curriculum Area.
- Ensure that that the curriculum design within English is well sequenced, contextualised and ambitious across both key stages.
- Ensure that feedback from lesson observation, work scrutiny and analysis of assessment data is appropriately reflected in teachers' planning.
- Ensure teachers are clear about the teaching of objectives in lessons, understand the sequence of learning and teaching in the Curriculum Area, and communicate this to students.
- Quality assure teaching and learning across the department through learning walks, book scrutinies and student learning reviews.
- Line manage both Teachers and Support staff within the Curriculum Area.
- Co-ordinate/monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to students' learning.
- Lead and co-ordinate strategies to achieve relevant School improvement priorities that have been identified at Curriculum Area or whole School level.
- Evaluate and report on the effectiveness of practice in the Curriculum Area annually to a range of audiences, suggesting areas and issues for further improvement.
- Lead professional development in the Curriculum Area through example, support and co-ordinate the provision of high quality professional development for staff.
- Use financial and resource management innovatively and effectively.
- Support Curriculum Area staff in behaviour management and assist them in the planning of effective behaviour management strategies
- Represent the Curriculum Area at meetings and chair meetings as appropriate.
- Ensure schemes of work are in place and updated in response to student needs.
- Ensure that reporting systems are of high quality within the Curriculum Area.
- Lead the Curriculum Area Improvement Plan and involve all staff in its dissemination.
- Play an active role in the appointment of staff to the Curriculum Area.
- Liaise with other staff eg Pastoral Leaders as necessary.
- Ensure the provision of cover work for absent colleagues.
- Ensure the Curriculum Area environment is conducive to learning.
- Produce a Curriculum Area handbook and ensure that it is updated annually.

General Duties

With due regard to the above, to carry out such other appropriate duties as may be required. To play a part in the Health and Safety procedures of the school, including reporting concerns to the Deputy Headteacher/Curriculum Area Leader. See the School's Health and Safety Policy.

Notes

The Post holder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the changing needs of the School as directed by the Headteacher, without changing their general character or level of responsibility. This job description is subject to review and amendment from time to time in line with changing School requirements. It is hoped that all Staff will play a full and active part in the general life and activity of the School

Person Specification for the role of Curriculum Leader – English Literature & Language

Please note that the information below, along with the relevant Job Description, acts as the selection criteria and should be used as guidance when completing your application for the post.

Key:

- Essential - without evidence of which the candidate would be declined
 Desirable - useful for the role but not essential, may be used when making decision between two otherwise equally appointable candidates.

Qualifications	Essential	Desirable	
<ul style="list-style-type: none"> Qualified Teacher Status 	•		Application Reference Interview
<ul style="list-style-type: none"> Degree Level Qualification 	•		Application Reference Interview
<ul style="list-style-type: none"> Successful completion of the NPQML or NPQSL. 		•	
Experience			
<ul style="list-style-type: none"> Teaching of GCSE English 9 – 1. 	•		Application Reference Interview
<ul style="list-style-type: none"> A proven track record of raising and maintaining high educational standards in English, particularly for grade 4/5 students. 	•		Application Reference Interview
<ul style="list-style-type: none"> Using data data analysis to inform target setting and future planning. 	•		Application Reference Interview
<ul style="list-style-type: none"> Working with children with English as an Additional Language. 		•	Application Reference Interview
<ul style="list-style-type: none"> Ability to lead on the development of outstanding schemes of learning and resources for staff to implement into lessons 	•		Application Reference Interview
<ul style="list-style-type: none"> Able to deliver high quality lessons that ensure rapid progress over time. 	•		Application Reference Interview
<ul style="list-style-type: none"> Ability to manage a team of Teachers through the school's appraisal system and effective monitoring of standards across the Curriculum. 	•		Application Reference Interview
Personal Qualities/Skills and Characteristics			
<ul style="list-style-type: none"> Capability to challenge, influence and motivate students to achieve high standards 	•		Application Reference Interview
<ul style="list-style-type: none"> Able to deliver high quality lessons, evaluate the impact of these and develop future planning accordingly. 	•		Application Reference Interview
<ul style="list-style-type: none"> Ability to promote English Literature & Language to students of all abilities and offer additional out of school hours to support students' interest. 	•		Application Reference Interview
<ul style="list-style-type: none"> Excellent communication and organisation skills. 	•		Application Reference

Icknield High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Disclosure & Barring Service.

			Interview
<ul style="list-style-type: none"> Ability to work as a member of a team. 	•		Application Reference Interview

	Essential	Desirable	
<ul style="list-style-type: none"> Capability to demonstrate outstanding classroom management. 	•		Application Reference Interview
<ul style="list-style-type: none"> Able to effectively communicate with a variety of stakeholders (e.g. colleagues, parents, external agencies and Governors). 	•		Application Reference Interview
<ul style="list-style-type: none"> Able to use IT to support both the curriculum work and organisation. 	•		Application Reference Interview
<ul style="list-style-type: none"> Able to strategically monitor and evaluate teaching and learning across the department. 	•		Application Reference Interview
<ul style="list-style-type: none"> Able to identify the necessary resources which ensure high quality teaching and learning. 	•		Application Reference Interview
<ul style="list-style-type: none"> Able to assess the needs of individuals to inform lesson planning. 	•		Application Reference Interview
<ul style="list-style-type: none"> Able to deliver high quality CPD. 	•		Application Reference Interview
Knowledge/special aptitudes			
<ul style="list-style-type: none"> Knowledge of GCSE AQA English Literature & Language 9 – 1. 		•	Application Reference Interview
<ul style="list-style-type: none"> A range of behaviour for learning techniques. 	•		Application Reference Interview
Equality Issues			
<ul style="list-style-type: none"> Demonstrable commitment to inclusive teaching and learning. 	•		Application Reference Interview
<ul style="list-style-type: none"> Awareness of the effects of discrimination on students, parents, colleagues and policy. 	•		Application Reference Interview

Icknield High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Disclosure & Barring Service.