



LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



Trust School Improvement: English

Job Description & Person Specification

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Job Description

Job Title:	Trust School Improvement: English
Reporting to:	Curriculum Leader of English
Key Contacts:	Trust School Improvement Lead, School Leadership Team, Teachers, Support Staff, Students, Parents
Location:	Based at Poltair School in the first instance. There may also be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary Grade:	MPS/UPS plus TLR2b (negotiable depending on experience)

Core Purpose:

The Trust School Improvement: English will be an excellent teacher who leads by example. In addition to being an excellent teacher, they will provide strategic leadership and management for an aspect of English. The Trust School Improvement: English, will model and develop high quality first teaching which leads to improved standards of learning and achievement for all.

Principal Responsibilities:

Leading the curriculum

- Alongside the Curriculum Leader for English, lead on the construction of a five-year curriculum that is:
 - Ambitious for all students including those from disadvantaged backgrounds and those with SEND
 - Broad and balanced so that it at least fulfils the requirements of the national curriculum
 - Coherently planned and sequenced to enable cumulatively sufficient knowledge and skills for future learning and employment to be acquired across the key stages
 - Relevant locally, nationally and globally
 - Linked clearly to aspects of Spiritual, Moral, Social and Cultural education; Personal Development; and Fundamental British Values
- Research latest curriculum thinking in the subject and use this knowledge to design, evaluate and develop the curriculum
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote student progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Make sure there is an effective system of assessment that oversees the progress of students to ensure the curriculum has a positive impact on students' learning
- Have an overarching responsibility for students' achievement and standards in a key stage

- Contribute to the strategic development of whole school literacy

Leading teaching

- Model the most effective teaching by consistently delivering excellent lessons
- Provide guidance on the most effective pedagogical choices for teaching all subject content
- Evaluate the quality of teaching and share the most effective practice across the subject
- Provide constructive and developmental feedback on teaching for all teachers within the subject area and outside of the subject area if asked to coach another colleague
- Have a secure knowledge of coaching strategies and how to support teachers to continuously improve

Leading and managing staff

- Communicate effectively and regularly to keep staff informed on key priorities and any developments
- Contribute to highly effective subject improvement meetings and data driven discussions so that they are strategic and lead to improvements to the curriculum and teaching
- Provide support and direction to staff regarding teaching and learning, resources, and planning in the subject area
- Alongside the Curriculum Leader for English, quality assure teaching and learning by visiting lessons, scrutinising books, and talking with students to assess how well the subject area is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- Have knowledge of exam board specifications and any changes to them to ensure that teachers understand and are familiar with the specifications that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises

Efficient and effective deployment of resources

- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students. Model the highest expectations for this in own teaching environments
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to students learning from home due to coronavirus

General Responsibilities applicable to all staff:

- To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- To work effectively with other members of staff to meet the needs of all students.
- To work with professionalism in line with the Trust's Code of Conduct.
- To attend staff meetings and Trust-based INSET as required.
- To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- To be aware of and adhere to all applicable Trust policies and procedures.

- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- This Job Description may be amended at any time in consultation with the postholder.



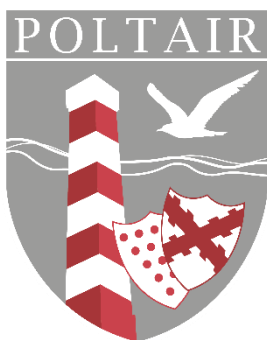
Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> • QTS • A good quality degree in English or a closely related subject • An excellent track record of recent, relevant professional development 	<ul style="list-style-type: none"> ▪ A good quality degree in English Language ▪ Accredited leadership course e.g. NPQSL ▪ Masters degree 	Application Form / Interview
Skills and knowledge	<ul style="list-style-type: none"> • Evidence of being an outstanding practitioner • Expert knowledge of the National Curriculum, particularly the subjects responsible for • Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve • Awareness of local and national organisations that can provide support with delivering the subject • Ability to build effective working relationships with staff and other stakeholders • Ability to adapt teaching to meet students' needs • Ability to build effective working relationships with students • An ability to analyse data and information, identify patterns and trends and to formulate strategies for improving learning • Prioritise and manage own time effectively, work under pressure and to deadlines • Knowledge of guidance and requirements around safeguarding children • Good IT skills • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others 		Application Form / Interview
Leadership and Management	<ul style="list-style-type: none"> • Work effectively both as a leader and as a member of the subject team • Ability to initiate, lead and manage change • Prioritise, plan and organise • Set high standards and act as a role model for students and staff • Deal sensitively with people and resolve conflicts • Liaise effectively with other organisations and agencies 	<ul style="list-style-type: none"> • Ability to motivate all those involved in the team • Ability to think creatively and imaginatively to anticipate, identify and solve problems 	Application Form / Interview
Personal Qualities	<ul style="list-style-type: none"> • Ability to inspire confidence in staff, students, parents and others • Reliability, integrity and stamina • Vision, imagination and creativity • Effective communication and interpersonal skills • Demonstrates good judgment 	<ul style="list-style-type: none"> • Personal ambition and potential for further promotion 	Application Form / Interview
Values Related Qualities	<ul style="list-style-type: none"> • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance • Leadership – To lead by example and achieve shared goals • Transformation – ability to recognise a need for change and adapt accordingly 		Application Form / Interview

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.



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