



Harlesden Road, Willesden, London, NW10 3RN

### Introduction

Newman Catholic College is a diverse and dynamic learning community in North West London. We are an inclusive school of faith where our emphasis is on the development of the whole person.

We are an "Outstanding" Catholic School (CSI Section 48) and have been consistently rated a "Good" school by Ofsted, most recently in May 2022. Newman Catholic College is an inclusive school that has the highest of expectations for all its students. We believe that the motto, "*Everyone Counts, Everyone Contributes, Everyone Succeeds*" best encapsulates the ethos and values of the community we have established.

## **JOB DESCRIPTION**

### **CURRICULUM LEADER - ENGLISH**

**Salary M1 (£34,502) to TP3(£53,482) Based on experience  
TLR 1B - £9838 per year**

### **RAISING STANDARDS**

**To ensure improved examination results by fulfilling the following duties:**

- a) To ensure the effective implementation of the Secondary strategy
- b) To monitor students closely across the Year Groups, identifying appropriate achievement targets
- c) To monitor pupil standards and achievement against annual targets
- d) To monitor planning curriculum coverage and learning outcomes
- e) To monitor standards of pupil behaviour and application
- f) To lead evaluation strategies to contribute to overall school self evaluation
- g) To plan and implement strategies where improvement needs are identified

- h) To ensure that relevant attainment/achievement targets are met
- i) To ensure class work, homework and coursework are building towards examination success
- j) To liaise with parents in order to ensure success
- k) To co-ordinate departmental presence in examinations in English
- l) To ensure that the department values pupils' work by excellent displays of current work (ensuring turnover of such work and that work is available for display).

## **STAFF DEVELOPMENT**

**To ensure performance management arrangements of the department are effectively discharged. Duties in this area include:**

- a) To be responsible for the pastoral care and welfare of department staff
- b) To assist in the professional development of department staff and to share expertise
- c) Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- d) To ensure that department staff are fulfilling their teaching duties in accordance with the school's aims and policies
- e) To monitor and evaluate the contribution and impact of other staff to school improvement across the department
- f) To monitor and evaluate standards of teaching, identifying areas for improvement
- g) To plan the deployment of staff expertise to achieve school improvement objectives.
- h) To take responsibility for Newly Qualified Teachers (NQTs), Beginner Teachers (BTs) and overseas trained teachers within the department.

## **CURRICULUM CO-ORDINATION AND DEVELOPMENT**

**To ensure effective delivery of all aspects of learning and:**

- a) To ensure all schemes of work are appropriate in their construction and address the needs of all children including the gifted and talented and the lower achievers
- b) To review schemes of work on a regular basis
- c) To monitor homework/classwork and coursework in all Years, ensuring that work is relevant and interesting.
- d) To liaise with Special Needs department and co-ordinate the departmental review meetings for Special Needs
- e) To develop and implement department policy on wider reading and use of the library

- f) To lead departmental meetings in such a way as to raise standards of teaching and learning in the English Department and throughout the school
- g) To monitor assessment within the department in order to ensure that it informs the curriculum and leads to the raising of individual and class standards of work
- h) To ensure department's Equal Opportunities Policy is implemented
- i) To develop schemes of work and provide training for staff to use I.C.T. in order to enhance learning and success.
- j) To enhance the learning environment and promote the celebration of Music.

## **DEPARTMENTAL ADMINISTRATION AND PROCEDURES**

- a) To take control of department's budget ensuring appropriate resources are available
- b) To hold regular departmental meetings and disseminate minutes, bringing to the attention of the line manager issues to be addressed
- c) To collect and submit to SLT any information required
- d) To attend Heads of Department meetings.

### **Application process**

Visits to the school are welcome and encouraged. Please get in touch if you would like to arrange this: We would be more than happy to show you around, and answer any questions you may have in advance of the interview.

Newman Catholic College is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

Appointment is subject to a clear, enhanced DBS check.

Application forms must be completed and are available from the school website or by phoning the school office on 020 8965 3947. Please note that CVs will not be accepted.

Completed forms should be returned directly to Newman Catholic College at the above address or via email to [trohan@ncc.brent.sch.uk](mailto:trohan@ncc.brent.sch.uk).

**Closing date: 26/05/2023**

**Interview: TBC**

