



Application Pack

Curriculum

Leader - English



Be part of the
#DNAofNIA



Hello and welcome to East Midlands Academy Trust.

We're a growing and thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

Every child deserves to be the best they can be, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via hrqueries@emat.uk

Joshua Coleman
Chief Executive
East Midlands Academy Trust



Curriculum Leader of English

We reserve the right to close this vacancy early should we receive an overwhelming response.

Salary: Leadership Scale 8-10
Job type: Full Time, Permanent
Apply by: Monday 10th March 2025

Job overview

Northampton International Academy (NIA) is a large all-through school serving a richly diverse community housed in a unique setting. A broad and rich curriculum ensures every child from EYFS to Sixth Form, are provided with the highest standards of education.

Learning is supported by a strong pastoral provision which effectively meets the needs of our children who are respectful and ready to learn. Our shared values of Respect and Collaboration provide the foundation on which we forge positive relationships between staff, children, parents and carers.

Striving for excellence runs through the DNA of NIA and our recent Ofsted report, reflects the impact of “*strong leadership*” and positive collaboration within our NIA family.

Opportunity

We are seeking to appoint a dynamic and innovative Curriculum Leader of English, to lead our growing English department at Northampton International Academy.

As a Curriculum Leader, you will possess a passion for raising achievement and have an aptitude for overcoming barriers to learning. You will be an excellent leader and the ability to inspire those around you.

About East Midlands Academy Trust

EMAT is an inclusive, innovative and growing Educational Trust which values staff and strives to enhance life opportunities for children in each of its schools. We are looking for innovative colleagues to join our **#EMATters** community, who share our belief that ***‘every child deserves to be the best they can be...’***

Our Trust is a collaborative partnership that currently includes our all-through school in the centre of Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes. By working for our Trust, you will be able to take advantage of a wealth of professional development and support opportunities, as well as a range of employee benefits.

These include:

- Continuous professional development and training opportunities.
- Career and leadership opportunities within our growing family of schools.
- A confidential 24-hour Employee Assistance Programme.
- Access to the Teachers’ Pension Scheme.
- A corporate eye care plan.
- Flu jabs for all staff.
- Cycle to work scheme.
- Access to health and wellbeing benefits, including an online GP.
- Access to an employee lifestyle savings platform.
- Generous family leave.

For more information or an informal conversation please contact hrqueries@emat.uk

A Note for Recruitment Agencies

We have a team of internal recruiters, and we advertise our vacancies to attract candidates and not agency suppliers. If we need agency assistance, then we will reach out to our trusted partners.

Any speculative CVs we receive will not be accepted as an introduction.

EMAT reserves the right to withdraw this advert early if a suitable candidate is found.

EMAT is committed to safeguarding and promoting the welfare of children and young and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). References will be taken up before interviews are offered

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, gender reassignment or age.

Letter from the Executive Headteacher

Dear Applicant,

Thank you for your interest in this position. We are seeking to appoint a dynamic and innovative Curriculum Leader to lead our growing English department. The position offers the opportunity for an ambitious and innovative leader to join an exceptionally dynamic department that will ensure that English Literature and Language is celebrated throughout our academy.

An ambitious and innovative leader will thrive in our unique environment and will be offered plentiful opportunities for leadership progression. As a leader of English, you will possess a passion for raising achievement and have an aptitude for overcoming barriers to learning. You will be an excellent team player and be able to inspire others around you. The position is a wonderful opportunity, and it provides a springboard for further professional growth and career development.

EMAT's commitment in recent years to the professional development of all our staff has resulted in substantially improved leadership, teaching and learning, pastoral care, and provision for pupils with special educational needs and/or disabilities. Many of our colleagues have completed National Professional Qualifications, at all levels. This has led to an **#EMATter** culture of coaching and peer-led staff development. Joining the leadership team in 2025, you will benefit from high standards of mentoring, support from your colleagues, and a commitment to your own further professional growth: **this is a career-defining opportunity for the right person.**

Northampton International Academy is a large all-through school with a PAN of 2500 pupils drawn from the centre of Northampton. Our belief that 'every child deserves to be the best they can be...', is lived out daily through our values of collaboration, excellence and respect. We are a fully inclusive school, as shown by our rising intake of disadvantaged pupils, increasing representation of pupils from ethnic minorities, and our thriving pupil led Culture Committees.

We have not yet fully realised the potential of all our learners, you will have an opportunity to lead on improving academic standards within English. This will involve collaborating with other Curriculum Leaders, subject teams and senior leaders of teaching and learning and pastoral development.

This is an exciting time to be part of our NIA family, as we seek to energise our English department and apply the same high standards that are already in place. Since my appointment as Executive Headteacher in June 2023, our academy has improved rapidly and sustainably. We now have an excellent reputation in our local community, and our recent Ofsted inspection resulted in the academy being judged '**Good**' overall. There is much still to be done, and I will welcome and support your ideas, your experience and your evidence-led practical approaches to meeting the challenges we face.

Applications close at Monday 10th March, and the appointment process will take place Tuesday 18th March. Applicants who have been successfully shortlisted will be notified by Tuesday 11th March. If you are interested in finding out more about our school and this opportunity, I would be delighted to hear from you. Please feel free to contact me via the school, and I will be happy to have a conversation and/or arrange a visit.

Yours faithfully,



Martin Serráo

Curriculum Leader – English

JOB DESCRIPTION:	
Post title:	Curriculum Leader - English
Responsible to:	Assistant Head Teaching & Learning, Head of School – Quality of Education
Liaising with:	Two Deputy Curriculum Leaders, All teachers of English
Pay range:	Leadership Scale 8-10
Contract terms:	Full Time Permanent

JOB PURPOSE

The Curriculum Leader is a key figure in the life of the school, whose core purpose is to raise standards in their department.

RESPONSIBILITIES INCLUDE

Line Management of the English Department

SUBJECT AND IMPROVEMENT PLANNING

- Reviewing and analysing student performance in external exams and writing the department's self-evaluation and improvement plan
- Monitoring the progress of students within the department throughout the year and overseeing the implementation of interventions as necessary.
- Advising the Exams Officer about examination entries as required.

STUDENTS

- Contributing to the allocating of students into teaching groups in line with school policy and in collaboration with other departments when appropriate. Reviewing teaching groups as necessary.
- Contribute to an ongoing improvement in student attendance in their subject area.
- Being responsible for the guidance, discipline and welfare of students in the context of the department, in association with colleagues who have special responsibilities in these fields, with a particular care for students in vulnerable groups.
- Monitoring, assessing, recording and responding to students' progress and needs in line with school policy. Setting targets and implementing intervention strategies for students. Communicating with parents/carers as appropriate and ensuring all teachers in the department report to them as required by school policy.
- Maintaining student records as required by school policy.

STAFF

- Making effective and equitable deployment of teaching and non-teaching staff, with advice on timetable planning.
- Taking responsibility for the effective performance management of members of staff as required by the performance management structure.
- Line Managing the two Deputy Curriculum Leaders and agreeing appropriate responsibilities for them.
- Monitoring the work of all staff who teach in the department, including the quality of their teaching and marking, ensuring they set homework and meet deadlines as required, and liaising with the SLT Line Manager for the department about any action that needs to be taken.

CURRICULUM

- Defining departmental aims and objectives and overseeing the translation of them into meaningful courses of study, which deliver at appropriate levels across all ages and abilities.
- Overseeing the planning of the range of students' learning experiences, in the context of the school's and the department's broad aims and objectives.
- Taking responsibility for the production and updating of the subject's schemes of work.

- Guiding staff on the appropriate methodology and resources to realise departmental aims and educational ideology.
- Relating the academic work of the department to children with special needs, to the school as a community and to the school in the community.
- Evaluating departmental performance and priorities against agreed targets. Communicating and reviewing these with the SLT Line Manager, the Principal, Governors, and the Trust as required.

RESOURCES:

- Evaluation, select, acquire or produce an appropriate range of learning materials to enable the curriculum to be delivered appropriately.
- Giving guidance to other staff as necessary on the effective utilisation of resources.
- Working within the budget provided for the department.

PERSON SPECIFICATION Curriculum Leader - English

This section outlines the requirements and qualities the post-holder needs to fulfil the post. 'Essential' criteria are those that the post-holder absolutely must have to do the job (the job cannot be done without those qualities). 'Desirable' criteria are those qualities that are non-essential, but which would be advantageous, useful or preferable for the post-holder to have to do the job, or those for which training can be provided.

Attribute	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Degree Qualified Teacher Status (QTS) 	<ul style="list-style-type: none"> Higher degree NPQ Other relevant qualification
Experience	<ul style="list-style-type: none"> Successful teaching and curriculum experience within KS3, KS4 and KS5 Successful experience of supporting colleagues to improve their classroom practice Successful experience as a Head or Second of Department Successful experience of planning a sequenced curriculum 	<ul style="list-style-type: none"> Successful experience of raising standards with measurable outcomes Experience of performance managing staff and line management
Knowledge and understanding	<ul style="list-style-type: none"> Expert understanding of the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) Knowledge of the statutory requirements for assessment, recording and reporting of pupils' progress Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND, Child Protection and safeguarding Understanding of the positive links necessary within school and with all its stakeholders Understanding of quality of teaching and learning and how to improve practice including effective use of formative and summative assessment to inform planning and next steps Understanding of how to adapt the curriculum and lessons to ensure they are accessible to all students Secure understanding of planning a carefully sequenced curriculum which supports students to make cognitive links and so learn and remember more 	<ul style="list-style-type: none"> Knowledge of key considerations in effective management and deployment of people and other resources Knowledge of a variety of research-based pedagogical strategies Ability to formulate a strategy for the school and secure commitment to it from others Secure knowledge of pedagogical principles such as Sweller's Cognitive load theory, Piaget's Schema theory, and Rosenshine's Principles of effective pedagogy Understanding of the Trust's Teaching and Learning Framework
Personal Qualities	<ul style="list-style-type: none"> Ability to promote the school's aims and vision positively, and use effective strategies to monitor motivation and morale Ability to establish and develop positive relationships with parents, governors, and the community Ability to communicate effectively (both orally and in writing) to a variety of audiences and have effective ICT skills Ability to drive improvement and challenge underperformance Ability to establish, monitor, and sustain appropriate structures and systems Approachable, respectful, empathic, and values others Able to motivate self and others to achieve a shared goal Resilient, persistent and optimistic when faced with difficulties and challenge Flexible, adaptable and can work in collaboration with others Committed to CPD of self and others within the school Excellent interpersonal communication and administrative skills 	

For office use.

Compiled by:		Revision Number	
Approved by:		Revision Date	