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Provider



# Candidate Pack

## Curriculum Leader English



Co-op Academy  
Belle Vue

## Welcome from the Principal

Thank you for your interest in applying for the role of Curriculum Leader of English at Co-op Academy Belle Vue. You can find our 2024 - 2025 Strategic Plan including our Workload Charter [here](#) and our March 2024 Ofsted Report [here](#).

*Pupils flourish at Academy Belle Vue. They are nurtured and cared for in a warm and positive climate. The strong behaviour systems and daily routines help pupils to settle into school well. Pupils feel safe and privileged to be part of such a welcoming community.*

Outstanding Provider Ofsted 2024

Are you passionate, experienced and looking for a new challenge? Do you want to join an academy with exemplary behaviour, allowing you to focus on celebrating the success of the whole school. Do you want to be part of a dynamic team in a growing secondary academy that is dedicated to providing outstanding education to its students? If so, then we have the perfect opportunity for you!

*Pupils have admirable and mature attitudes to learning. They respond extremely well to the schools' high expectations of them to achieve the 'The Belle Vue Difference'. Pupils, including those with special educational needs and/or disabilities (SEND), are incredibly proud to come to this school.*

Outstanding Provider Ofsted 2024

We are a heavily oversubscribed start-up secondary academy with 720 students, and we are on our way to becoming a leading educational establishment with a projected growth to 1200 students. We have been operating to an outstanding level and are committed to providing our students with the best possible education. We are now seeking an exceptional Curriculum Leader of English to join our team and take strategic oversight of the department.

As Curriculum Leader of English you will play a pivotal role in developing the academic, social and emotional development of our students. You will be responsible for creating a positive and nurturing environment that encourages students to strive for excellence and achieve their full potential. Working closely with the Senior Leadership Team you will continue to deliver a well rounded, inclusive environment that our students thrive in both academically and socially.

To be successful in this role, we are looking for a person who has:

- A passion for education and a commitment to making a difference in the lives of young people
- Excellent communication and interpersonal skills, with the ability to build strong relationships with students, staff, and parents
- A deep understanding of the challenges facing young people and a commitment to promoting their welfare and well-being
- An innovative and strategic approach to problem-solving, with the ability to inspire and motivate others
- The ability to work collaboratively as part of a team and to embrace change and new challenges

In return for your commitment and dedication, we offer a competitive salary, ongoing professional development opportunities, and the chance to be part of a growing academy that is committed to excellence. This is an exciting opportunity to make a real difference in the lives of young people and to contribute to the development of a school that is poised for success.

If you believe you have the skills, experience, and passion to make a difference as our Curriculum Leader of English, we would love to hear from you. I would highly recommend you visit the Academy prior to your application, please see availability below.

19th March 14.45

27th March 11.00

27th March 15.00

1st April 14.45

3rd April 11.30

22nd April 09.00

22nd April 14.30

To arrange a visit please contact  
[emily.mitchell@coopacademies.co.uk](mailto:emily.mitchell@coopacademies.co.uk)

Scott Fletcher  
Principal

The deadline for applications is 12 noon on the 24th April 2025. Interviews to be held on the 1st May 2025.



# Job Title : Curriculum Leader English

|                      |                                     |
|----------------------|-------------------------------------|
| Salary / grade range | L6 - L10                            |
| Location             | Co-op Academy Belle Vue             |
| Reports to           | Vice Principal Quality of Education |

## Purpose of role

The role of the Curriculum Leader is to provide vision, leadership and management for Co-op Academy Belle Vue and to work in close partnership with the Principal and Senior Leadership Team to ensure that standards across the Academy are outstanding. The Curriculum Leader of English will be a highly successful and experienced teacher in their subject specialism, who is able to enthuse, motivate and inspire children, generating a love for learning. The successful candidate will have excellent communication skills and the ability to effectively drive forward change which ultimately impacts positively on the outcomes of pupils and the overall standards of our academy. Good teamwork, high standards and a capacity for hard work will have been at the core of their success. They will be a creative thinker with an ability and determination to develop Co-op Academy Belle Vue as a beacon of excellence in all areas - in order to secure high quality outcomes for all pupils.

It is expected that the Curriculum Leader of English, will demonstrate consistently good with outstanding features across all key areas of teaching, and have recent experience in and evidence of substantial impact on the improvement of a school/academy in areas which are relevant to this role. We will be delivering statistics and further English this academic year and working closely with Axiom English to deliver the very best curriculum experience for our students.

## Teaching, Learning and Assessment

The Curriculum Leader is responsible for ensuring that the highest standards of teaching, learning and assessment are provided across the English department.

The Curriculum Leader of English will:

## Leadership and Management

- Lead and promote high quality teaching and learning throughout the school by modelling and sharing good practice, embracing innovative ideas, motivating staff in your department, to become good and outstanding practitioners.
- Undertake quality assurance processes across the department, including data tracking, lesson observation, work scrutiny, learning walks and focus groups.
- Appraise staff according to the school's appraisal structure and monitor progress towards improvement objectives. Oversee CPD needs and opportunities.
- Meet regularly with your line manager to review the progress of all students and objectives identified on the English and whole school improvement plan.
- Take initial responsibility for the care, welfare and safety of staff in the department.
- Manage a department budget and monitor correct expenditure of allocated funds.
- Evaluate the impact of your leadership on the quality of teaching and learning.
- Lead and assign proportionate responsibility amongst the team for detailed curriculum development in line with national guidelines.
- Lead department meetings according to the calendar, with a published agenda.

- Ensure that all staff and pupils fulfil their potential by creating a culture of high expectations, aspirations, ambitions and scholastic excellence across the academy
- Devise, develop and review monitoring techniques for teaching, learning and assessment so that they are accurate and identify and spread good and better practice across the academy, whilst also addressing underperformance appropriately.
- Keep up to date with the development of creative and innovative practices in all areas of responsibility and where appropriate, implementing these within the strategic vision of the academy.
- Be a visible, proactive presence around the academy, leading by example and promoting positive attitudes to teaching, learning and assessment from both pupils and staff.
- Ensure that teaching and learning across the academy is consistently engaging, appropriately challenging and suitably differentiated in order that all pupils make at least expected progress across all subjects.
- Ensure that assessment information is used to plan appropriate teaching and learning strategies, including appropriate identification strategies, in order that all pupils make at least good progress and achieve well.
- Lead/attend pupil voice sessions in order to gauge the views of the pupils on areas of teaching, learning and assessment and use these views to further develop the provision.
- Ensure equality of opportunity and recognition of diversity are promoted through teaching, learning, assessment and the curriculum offered.
- Develop the leadership of key teaching and learning strategies and/or technologies to ensure that teaching is consistently improving over time

### Leading Progress and Outcomes

- Maintain expertise relating to your subject area and have a deep understanding of the importance and structure of the curriculum, sharing this through CPD with your team.
- Act as a role model of good practice for others, modelling effective strategies and use of data and resources with them.
- Through coaching, monitoring and evaluating standards of teaching and application of whole school policies.
- Through discussion with the line manager, plan and implement short and long term strategies to improve teaching where needs are identified.
- Induct, support and monitor new staff.
- Oversee the work of cover teachers/supply staff and teaching assistants.
- Monitor the standard of attainment reports issued to parents and take action to ensure that they are of good quality, accurate and on time.
- Ensure that the impact of any intervention to narrow gaps/improve outcomes is evidenced and evaluated and appropriate actions are taken as a result.
- Ensure that gaps in attainment of all key groups are identified and appropriate actions are consistently applied to narrow these, whilst also improving outcomes overall.

### Leading Staff Development

- Ensure that departmental CPD helps develop expert subject knowledge so that work given to pupils consistently matches the aims of the curriculum. It is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment
- Provide the Principal and Senior Leadership Team with relevant subject and student performance.
- Work with the Senior Leadership Team to support and contribute to the ethos and development of the whole school

- Information to include: Department development plan, including department actions in response to published school improvement priorities, Department self-review, Detailed analysis of KS3 and KS4 attainment at review points in the year
- Updated sections of prospectus plan, options booklet and other school documentation as required.

### Overseeing the curriculum

- Lead the planning, development and management of the English curriculum to ensure that it is broad and balanced, supports at least good progress and contributes to pupils' welfare, behaviour and personal development. This includes the planning and preparation of the statistics and further English curriculum
- Communicate effectively with parents/carers regarding the academy curriculum
- Support curriculum evenings such as family evenings and the options evening

### Other Leadership Responsibilities

- Create and foster an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development
- Develop and maintain a culture of high expectations, aspirations and ambitions for self and others
- Present relevant evaluative and summary reports
- Lead by example as a teacher and as a manager, achieving high standards of pupil attainment and progress, behaviour and motivation through teaching which is never less than good with outstanding features
- Challenge under-performance at all levels and ensure corrective action and follow up
- Support the development and maintenance of Academy policies and practices to ensure consistent application
- Plan, chair and organise meetings as appropriate
- Sustain effective, positive relationships with all staff, pupils, parents/carers, Governors and the local community
- Liaise effectively with all stakeholders, including parents/carers, feeder schools, secondary schools, business and community partners, in line with strategic objectives
- Maintain clear expectations and high standards of professionalism
- Attend Academy events
- Keep the Senior Leadership Team up to date with relevant national developments
- Contribute to, and at times lead, research projects for Co-op Academy Belle Vue and/or beyond
- Manage budget(s) and resources in line with areas of responsibility
- In conjunction with the Senior Leadership Team, oversee the Academy environment and carry out regular Environment Inspections
- Take assemblies and participate in break and family dining supervision
- Contribute to support programmes for pupils and staff
- Any other reasonable duties as requested by the Principal

“Co-op Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”

Given the rapid rate of change in education and our ambitions for continued improvement at the academy, from time to time the successful candidate may have to undertake other professional duties as directed by the Principal . In addition, candidates should understand their role may well broaden and that all roles will be reviewed annually to ensure the team is working as efficiently as possible.

## Person Specification

This post is subject to an enhanced DBS check and references.

| Attributes                                       | Relevant Criteria   | Essential/<br>Desirable |
|--|---|-------------------------|
| Qualifications                                   | Good honours degree   | E                       |
|  | Post-graduate qualification e.g. NPQ, Masters   | D                       |
|  | Qualified Teacher Status  | E                       |
|  | Permitted to work in the UK   | E                       |
|  | Evidence of relevant CPD  | E                       |
| Professional knowledge, skills and competencies: | Evidence of excellent classroom practise which has impacted positively on pupil outcomes  | E                       |
|  | Evidence of leading a team at middle or senior leadership level   | D                       |
|  | Delivering staff training and promoting professional development of other staff   | E                       |
|  | An ability to effectively use IT software packages which support all aspects of pupil monitoring, including CPOMS, Google Suite etc | E                       |
|  | Excellent communication skills, both written and oral   | E                       |
|  | An ability to translate current educational thinking into workable, operational plans.  | E                       |
|  | Strong analytical skills and an ability to interpret data effectively and use it to identify areas for development                  | E                       |
|  | Proven track record of successful teaching across KS3 and KS4   | E                       |
|  | A thorough knowledge of the theory and practice of effective pedagogy and knowledge of curriculum planning and delivery in English  | E                       |

|   |   |   |
|---|---|---|
| Leadership and management skills and competencies | An effective, inclusive and cooperative leadership style that inspires confidence and collegiality in those they lead, which motivates and encourages others to participate and go the extra mile | E |
|   | An ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes using a range of sources  | E |
|   | Successful experience of motivating and supporting others to improve  | E |
|   | An ability to work autonomously and prioritise conflicting demands  | E |
| Personal qualities                                | The ability to motivate and inspire pupils, staff and parents   | E |
|   | The ability to work as a team and to lead others by example   | E |
|   | Strong 'presence' and the ability to command the respect of others  | E |
|   | A commitment to safeguarding, equal opportunities and inclusion   | E |
|   | An understanding, awareness and empathy for all young people  | E |
|   | A commitment to Co-operative values and the Co-op's 'Ways of Being' and a passionate commitment to developing the best in all young people  | E |
|   | A can-do approach to challenges; solutions focussed and an ability to address difficulties with positivity  | E |
|   | Be prepared to work flexibly as required  | E |

This post is subject to an enhanced DBS check and references.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.