**Job Description**



To

**General Responsibilities**

1. Overall responsible for and lead on all aspects of Teaching and Learning at Trinity Catholic High School, promoting continuous development and improvement in the quality of teaching and learning at all Key Stages.
2. To advise and support the Headmaster, School Governors and the SMT on all curriculum, teaching and learning matters and recommend appropriate courses of action in line with best practice, policies and relevant regulatory frameworks.
3. To develop teaching and learning across all areas so that teaching is consistently good/outstanding.
4. Lead, inspire, motivate and support subject leaders to deliver strong and innovative curricula.
5. Review the curriculum over time to ensure it is coherently planned and sequenced, and pupils retain knowledge and skills for their future.
6. Lead on the implementation of the school’s approach to curriculum planning and sequencing so that the intent is clear and gaps in students’ knowledge and skills are addressed and excellent progress is seen over time.
7. Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
8. Promote a culture of high expectations and excellent student progress.
9. Promote a culture of accountability and engagement in staff and students to foster independence and the taking of personal responsibility for success.
10. Support and help to develop staff by attending meetings and regularly visiting their teaching areas.
11. Develop a culture of outstanding achievement and pedagogical excellence.
12. Liaise with parents, carers and external agencies as required.

**Specific Duties**

1. To fulfil all current responsibilities as AHT – Director of Curriculum, Teaching & Learning for KS5.
2. To line manage and coordinate the work of the AHTs – Director of Curriculum, Teaching & Learning for KS3 and KS4.
3. To line manage specific curriculum areas – English, Psychology & Sociology and Maths & Computing.
4. Oversee challenging performance management targets for selected staff to drive improvement.
5. To coordinate and lead the half termly Subject Leaders meetings.
6. In collaboration with SMT, to develop and lead the implementation and review of curriculum priorities for the School Improvement Plan (SIP).
7. Contribute to the ongoing review and development of the curriculum aspects of the whole school Self Evaluation Form (SEF).
8. Responsible for the review, update and development of curriculum policies.
9. Undertake the analysis of public and internal examination results and prepare reports where relevant for SMT, Governors and parents.
10. Produce letters for parents on KS4 and KS5 examination performance.
11. Responsible to ensure the display of KS3, KS4 and KS5 achievements.
12. Publish curriculum/ teaching and learning QA for the academic year.
13. Ensure that the quality of teaching and learning is excellent across all departments in School.
14. Ensure, in conjunction with the Assistant Heads, Curriculum, Teaching and Learning and the SENCO, that the provision for students with Additional Learning Needs is in place and effective.
15. Coordinate the GCSE and A-Level options process liaising with subject leads and school timetabler in relation to staffing implications and the director of finance in relation to cost implications of proposals.

## Reporting

1. To meet weekly with the Deputies for the purpose of reporting on matters relating to the curriculum and the quality of teaching and learning across all key stages at Trinity Catholic High School.
2. To provide weekly reports that will update the Headmaster and deputies on the progress, review, evaluation and developments within all areas of the curriculum, teaching and learning at Trinity Catholic High School.
3. To keep the Headmaster and deputies informed of any matter or issue that may affect the school.
4. To furnish the Headmaster with a half termly report for submission to the school governors detailing the review, evaluation and developments within the context of this job description.

**CPD**

1. Keep up to date with local and national developments in education policy and practice.
2. Ensure teaching across the school is underpinned by subject expertise.
3. Assist curriculum leaders in their pursuit of outstanding practice in their own area.
4. Have a knowledge and understanding or a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning and provide opportunities for all learners to achieve their potential.
5. To contribute to the program of professional development, with a particular focus on inspiring academic endeavour and excellence in teaching.
6. Establish and develop curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.

**Safeguarding**

1. To undertake safeguarding training every year and uphold the principles of the “Keeping Children Safe in Education” document as well as the whole school Safeguarding policy.
2. To be familiar with the procedures for reporting safeguarding concerns on CPOMS.
3. To assist with the management of behaviour and student safety at school.
4. Be aware of and comply with policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person.

**Catholic Ethos**

1. To support, uphold and promote the Catholic life and ethos of the school.
2. To model the vision and values outlined within the school mission statement.
3. To foster positive relationships across the school and in the catholic community.

These above-mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.