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| **Job Description** |
| Position | Assistant Curriculum Development Leader: Maths |
| Post Holder |  |
| Line Manager | Curriculum Development Leader: Maths |
| Performance Manager | Curriculum Development Leader: Maths |
| Renumeration | TLR 2  |
| Timetable loading | **38**/50 (per two week timetable cycle) |

The duties outlined in this job description are in addition to those covered by the latest STPCD and the expectations/ duties that are set for a teacher at The King’s Church of England Academy. The job title and/ or description may be modified by the Principal, with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

**The core business of an Assistant Curriculum Development Leader is the core business of the school – to further improve the quality of teaching and learning so that, over time, it is increasingly good and outstanding for all students.**

**The Assistant Curriculum Development Leader role is under the line management of the Curriculum Development Leader: Maths and specific leadership activities are at their discretion and subject to annual review.**

**Strategic Purpose**

* To lead a safe environment that permeates your allocated subject within the hub
* To build the very best working relationships in your allocated subject (teacher/ parent/ student)
* To lead teaching in your allocated subject so students can benefit from learning experiences that last a lifetime
* To lead a subject culture where students have the ambition to make outstanding steps of progress as often as possible
* To lead students in achieving the highest possible standards in your allocated subject

**Specific Responsibilities**

* To ensure that subject teachers consistently work to those systems and processes that are in place to safeguard students
* To ensure that the key skills and knowledge for progression for your allocated subject are integral to lesson planning
* To support, develop and enhance the teaching practice of subject teachers (including non-specialists, ECTs and TA’s where relevant)
* To develop your subject in applying clear, effective and research informed (where appropriate) content pedagogy, especially where the content relates to key skills and knowledge
* To support the CDL in the development and ongoing refinement of mini assessment programmes in each year group such that assessments are highly diagnostic and inform teachers planning
* To support the CDL in the development and ongoing refinement of homework programmes in each year group such that homework tasks are meaningful and enhance/ deepen student learning
* To support the CDL in ensuring that all students are making at least expected progress in line with FFTRADY50 forecast grades
* To support the CDL by modelling best practice in the use assessment data (AP1 2 and 3), to track and monitor the progress of students and draw pertinent conclusions that inform subject development work
* To support the CDL in identify under achieving students/ vulnerable student groups and develop strategies (through quality first teaching in the first instance) to overcome this
* To actively support the embedding of cross curricular initiatives:
1. Numeracy across the curriculum
2. Reading for pleasure
3. STEAM: Science, technology, engineering, art and mathematics
4. Literacy across the curriculum (including SPaG)
5. CEIAG: Careers education, information and guidance
6. RSHE: Relationships, sex and health education
7. Christian distinctiveness
* To contribute to the CDL’s impact review of the hub ‘skinny plan’
* To support the CDL in managing the Professional Growth cycle
* To ensure that subject teachers apply, fairly and consistently, the behaviour policy for the school; to support teaching staff where necessary liaising with Heads of Year and / or the Assistant Principal: Behaviour and Relationships

**Operational Requirements**

* To support the CDL to manage and deploy teaching/support staff to maximum effect
* To deploy, where discretion allows, additional adults working in the subject to maximum effect
* To ensure that the subject environment presents itself as a stimulating, inviting and tidy place to be at all times
* To ensure that subject teachers effectively implement school policies and procedures – notably around assessment practices and the implementation and use of data rich seating plans
* To ensure that your allocated subject teachers recognise and fulfil their statutory responsibilities
* To communicate and liaise with parent / carers, and other external bodies as necessary
* To support the CDL to lead and coordinate the work of the CPD Monday events
* To facilitate cooperation with the lead teacher for KS2 Primary Liaison
* To facilitate cooperation with the Head of Year 7 for KS2 Transition
* To showcase your curriculum area effectively at Open/ Options Evenings

Whilst every effort is made to set out the role of an Assistant Curriculum Development Leader as clearly as possible it is not possible to create a definitive list of duties/ behaviours/ expectations. The above detail is intended to scope out in sufficient detail the nature of the role and cannot be viewed as exhaustive.

**Postholder Signature: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**