**CARMEL COLLEGE**

**JOB DESCRIPTION**

# **ASSISTANT CURRICULUM LEADER**

Post Title: Assistant Curriculum Leader Religious Education

Purpose :

Under the direction of the Curriculum Leader,

1. To assist in the process of raising standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress
2. To share the accountability for student progress and development within the subject area.
3. To develop and enhance the teaching practice of others.
4. To assist in the provision of appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the college and the curricular policies determined by the Trust and Head of School.
5. To share accountability for leading, managing and developing the subject/curriculum area.

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| **Reporting to:** | Curriculum Leader |
| **Responsible for:**  | Curriculum area and staff as directed by the Curriculum Leader |
| **Liaising with:** | Head of School & Vice Principals, other Curriculum Leaders, Student Support Services and relevant staff with cross-college responsibilities, relevant non teaching support staff, LA staff, parents. |
| **Working time**: | 195 days per year. |

**Salary/Grade:** Main Scale/Upper Pay Scale + TLR 2B

**Disclosure level:** Enhanced

**CORE DUTIES**

**Operational/Strategic Planning**

1. To deputise for the Curriculum Leader in his/her absence.
2. To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
3. The day to day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
4. To actively monitor and follow up student progress.
5. To implement College Policies and Procedures eg Equal Opportunities, Health & Safety, COSHH.
6. To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of the students and to the aims, objectives and strategic plans of the College.
7. To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, CIP/DDP and the aims and objectives of the College.
8. To link with departmental colleagues to ensure that the work in the curriculum area fully reflects the College’s distinctive Catholic ethos and mission.
9. In conjunction with the teacher i/c ICT foster and oversee the application of the ICT in the curriculum area including the development of materials for Open Learning.
10. To ensure that Health and Safety policies and practices, including Risk assessments, throughout the Department are in line with national requirements and are updated where necessary, therefore liaising with the College’s Health & Safety Manager.

**Curriculum Provision:**

1. To liaise with the Curriculum Leader to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the College Improvement Plan/CoIIege Evaluation.

**Curriculum Development:**

a. To engage in curriculum development for the whole department in conjunction with the Curriculum Leader.

b. To keep up to date with national developments in the subject area and teaching practice and methodology.

**Staffing:**

1. To undertake Performance Development Reviews.
2. To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
3. To promote teamwork and to motivate staff to ensure effective working relations.
4. To participate in the day to day management of staff within the designated department and act as a positive role model.

**Quality Assurance:**

1. To support the process of the setting of targets within the department and to work towards their achievement.
2. To adhere to common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
3. To contribute to the College procedures for lesson observation.
4. To implement College quality procedures and to ensure adherence to those within the department.
5. Together with the Curriculum Leader monitor and evaluation the curriculum area/department in line with agreed College procedures including evaluation against quality standards and performance criteria.
6. To seek/implement modification and improvement where required.
7. To promote the department’s quality procedures of Self Evaluation and the Strategic Planning.

**Marketing and Liaison:**

1. To contribute to the College’s liaison and marketing activities eg the collection of material for press releases.
2. To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
3. To actively promote the development of effective subject links with external agencies.

**Management of Resources:**

1. To support the Curriculum Leader in the management of the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures.

**Pastoral System:**

1. To monitor and support the overall progress and development of students within the department.
2. To monitor student attendance together with students’ progress and performance in relation to targets set for each individual; ensuring that follow up procedures area adhered to and that appropriate action is taken where necessary.
3. To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
4. To contribute to PHSCE, citizenship and enterprise according to College policy.
5. To ensure the Behaviour Management system is implemented in the department so that the effective learning can take place.

**Teaching:**

1. To undertake appropriate programme of teaching in accordance with the duties of a main scale teacher.

**Additional Duties:**

1. To play a full part in the life of the College community, to support its distinctive Catholic mission and ethos and to encourage and ensure staff and students follow this example.
2. In conjunction with the Curriculum Leader raise the profile of the RE Department throughout the College.
3. To work in collaboration with the Curriculum Leader in achieving targets where appropriate.
4. Support the Curriculum Leader in the induction and supervision of new staff appointed to the department.
5. Act as a mentor for student teacher (CTTP/PGCE) assigned to the department and undertaken lesson observations of student teachers as required.
6. Implementation of curriculum initiatives within the department as directed by the Curriculum Leader.
7. To undertake responsibility for introducing and overseeing Functional Skills within the RE department.
8. To be responsible for standardization of GCSE coursework and examinations within the RE department.
9. In conjunction with the Curriculum Leader set deadlines for GCSE coursework completion and exam preparation. Undertake monitoring to ensure adherence to deadlines.
10. In conjunction with departmental colleagues ensure that medium term planning is accurate and appropriate for each GCSE group.
11. In conjunction with departmental colleagues ensure that coursework is complete and grades recorded on the appropriate database(s) within the deadline period.
12. Assist in forging appropriate and mutually beneficial links with schools and organisations that would further the work of the department.
13. Contribute to the College Prospectus/School profile in relation to the department.
14. Foster links with partnerships and other schools.
15. Lead by example in relation to commitment to the extra curricular life of the College.

**Other Specific Duties:**

1. To continue personal development as agreed.
2. To engage actively in the performance development process.
3. To undertaken any other duty as specified by STPCB not mentioned in the above.
4. Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.
5. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
6. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
7. The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be

changed by the Principal to reflect or anticipate changes in the job commensurate with

the grade and job title.

January 2016

