

**Assistant Curriculum Lead  
with Subject Responsibility for Science, PSHE and Outdoor Learning  
(including Allotments and Eco Schools)  
Job Description**



**Salary:** TLR 2.1

**Reporting to:** The Headteacher, Deputy Headteacher and Assistant Headteachers

**Main purpose**

To carry out the duties of the Assistant Curriculum Leader and Teacher, as set out in STPCD.

This will primarily include:

- Work under the leadership of the Senior Leadership Team and Curriculum Lead to lead on broader curriculum subjects with a specific focus on Science, PSHE, Outdoor Learning (including Allotments and Eco Schools)
- Being an active and effective member of the Leadership Team, leading by example, creating and maintaining a positive ethos and demonstrating professional behaviour and attitudes at all times.
- Support the school's SENCO and Inclusion Lead with matters relating to SEND across the curriculum.
- Work proactively and effectively in collaboration and partnership with learners, parents/ carers, governors, other staff and external agencies in the best interests of pupils. Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards.
- Be accountable for leading a team of broader curriculum staff responsible for specified curriculum areas.
- Develop and enhance the quality of learning and teaching and the curriculum offer across broader curriculum subjects and specified areas of responsibility.
- Support the Headteacher as part of the Extended Leadership Team.
- Be responsible for broader curriculum including Teaching & Learning and Progress & Standards in specified subjects
- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- Support the day-to-day management of the school.
- Be consistent in the delivery of all the school policies and practices.
- Managing staff and resources in line with the areas of responsibility.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- Building positive and respectful relationships across the community, upholding public trust in school leadership, maintaining high standards of ethics, behaviour and professional conduct and serving in the best interests of the school's pupils.
- Fulfil teacher responsibilities, as set out in the STPCD.
- Contribute to the wider life of the school including Children's University Clubs, community and family events and fundraising events.
- In addition to having oversight and accountability for broader curriculum subjects, lead on specific subject areas of responsibility to include Science, PSHE, Outdoor Learning (including Allotments and Eco Schools).

**Areas of responsibility and key tasks in relation to key responsibilities:**

All teachers are required to carry out the duties of a school teacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards.

**General Duties**

- Establish a clear vision and direction for broader curriculum that reflects the school's overall ethos and values.
- To lead and develop staff in their subject area of responsibility.
- To lead and be accountable for allocated subject(s) and curriculum areas of responsibility
- Identify key areas for improvement and lead in the development of the phase's progress development plan in consultation with the Leadership Team.
- Monitor the quality of learning and lead staff in achieving academic excellence.
- Ensure all pupils have access to education and any barriers to learning are addressed.
- Deal with curriculum related enquiries and matters from parents, staff and other stakeholders in line with the school's procedures and policies.
- Contribute to creating a safe and welcoming learning environment.
- Support the Headteacher as part of the Extended Leadership Team.

## **Leadership and Management**

- Be a positive role model for other members of staff in all matters relating to class organisation, teaching, learning, assessment and professional conduct.
- Support, lead, motivate and liaise with staff across the school to ensure that curriculum provision is effective and adjustments are made as necessary
- Contribute to establishing the core values of the school and assist with making management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the SDP and the curriculum progress plan.
- Be supportive and identify CPD opportunities for staff where possible.
- Monitor the quality of the curriculum, related teaching and learning, marking and feedback including conducting lesson observations, learning walks, monitoring planning and scrutiny of pupils' work, pupil book study and assessment information, ensuring that the appropriate action plans are in place when issues are identified.
- Oversee all aspects of the curriculum to ensure that school policies and practices are being delivered and implemented consistently.
- Develop and maintain positive links and relationships with the community, local businesses and key stakeholders to promote a positive image of the school.
- Assist with planning curriculum timetables including coordinating curriculum themed weeks and events, leading others
- Contribute to the management and organisation of school events.
- Adhere to child protection policies and procedures.
- Keep up to date with national developments and changes to the specifications for the specified area of responsibility
- Lead professional development of staff by planning and leading staff meetings and INSET days.
- Lead assemblies linked to curriculum where appropriate, attended by children and staff.
- Demonstrate a commitment to the school's digital strategy including undertaking relevant technology training, Apple Teacher and contributing to Apple RTC Team.
- Implement the school's policies and practices, which reflect the school's commitment to high achievement and effective teaching and learning across all broader curriculum subjects.
- Support the Overall Curriculum Leader in developing a well-planned, relevant and ambitious school curriculum that promotes knowledge retention and enjoyment for learning.
- Ensure that the subject leaders you are responsible for line managing, understand, contribute to and follow whole school aims, policies and practices.
- Produce strategic developments plans for the improvement of the broader curriculum and support individual subject leaders in being effective for their subject across the EYFS, KS1 and KS2.
- Develop links with other Primary schools to share best practice around broader curriculum subjects.
- Develop links with effective Secondary schools to explore how approaches to teaching and learning in KS3 could be used in upper KS2 to further enrich broader curriculum subjects for our pupils.
- Monitor the progress individual subject leaders have made in achieving plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
- Mentor new subject leaders.
- Establish clear expectations and constructive working relationships amongst broader curriculum subject leaders, through team working, mutual support and evaluating practice.
- Manage the performance of staff as required by the school policy and use the process to develop their personal and professional effectiveness.
- Ensure that the Headteacher, Overall Curriculum Leader and Governors are well informed about the developments of the broader curriculum subjects as appropriate.
- Lead moderation meetings.

## **Curriculum, Standards & Progress, Teaching & Learning**

- Be responsible for, develop and enhance teaching, learning, academic development and achievement across the school for broader curriculum subjects.
- Lead the intent, implementation and impact of a broad and balanced curriculum.
- Ensure the curriculum is engaging and accessible to all, in line with the Equality Act 2010.

- Work with the Assessment Leads to monitor the academic progress of all pupils providing updates and reports to SLT and stakeholders accordingly.
- Engage with school feedback from pupils and parents on the curriculum and subject offering and react positively to any feedback received.
- Lead on Curriculum subjects as delegated.
- Ensure robust assessment outcomes are used to inform the teaching of a broad, structured and coherent curriculum in line with the school's curriculum intent, implementation and impact.
- Work with the SENDCO to develop, implement and monitor effective curriculum and assessment systems for pupils with SEND.
- Be accountable for and monitor marking and feedback across subjects in line with the school's policies and procedures
- Lead practice in environments by demonstrating high expectations in terms of quality of the displays and organisation of the learning environment across the school including for subjects led.
- Lead the development of appropriate resources, schemes of work, assessment policies and teaching and learning strategies.
- Ensure that long, medium and short-term planning for each broader curriculum subject is recorded.
- Ensure that information on pupil progress and attainment in broader curriculum subjects is used effectively to secure good progress.
- With broader curriculum subject leaders, build up and maintain an up-to-date portfolio of assessed and moderated work across the EYFS, KS1 and KS2.

### **Administration, deployment of staff and resources**

- Ensure staff have access to high quality curriculum resources required to carry out duties and deliver a high curriculum.
- Provide updates and reports to leaders and governors including in relation to standards and progress, teaching and learning and curriculum.
- Ensure that effective and efficient use of learning and teaching resources, including IT.
- Ensure staff create an effective and stimulating environment for learning and teaching.
- Ensure that there is a safe learning environment in which risks are properly assessed.
- Assist in coordinating educational visits that enrich broader curriculum teaching and learning
- Lead on opportunities for engagement with visitors and speakers from employment across the curriculum.

### **Other responsibilities**

- Lead on pupil voice activities/groups.
- Lead on pupil ambassadors for curriculum
- Undertake duties as part of SMT.
- Attend regular leadership meetings and briefings.
- Lead on curriculum related school events including relevant bid writing, organisation, liaising with external organisations and working with the PTA and Apple Regional Training Centre
- Take an Active role as part of the Apple regional Training Centre

### **Additional Information**

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

### **General Description of Activities/ Functions**

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards Framework, the required standard for Qualified Teacher Status and any other current educational legislation as required in various Education Acts.

The content of this job description maybe amended at any time following discussions between the Governing Body and the Headteacher, and will be reviewed on a regular basis.