

Role	Grade	Reports to
Assistant Curriculum Leader	MPS/UPS, TLR 2.1	Curriculum Leader

**Main purpose of the job:**

This is a middle management post. In addition to those professional responsibilities which are common to all classroom teachers in the school, the post holder's key responsibilities will be for supporting the Curriculum Leader in raising the standards of teaching, learning and student achievement in the subject area for all students.

The post holder will also deputise for the Curriculum Leader when necessary and will take responsibility for areas of departmental work as agreed with the Curriculum Leader and Senior Leader.

**Key relationships:**

Senior Leaders, Curriculum Leaders, all teaching and support staff across the Trust.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Main accountabilities:**

**Making an impact on the educational progress of students beyond those directly assigned**

- To ensure that students experience an educational programme that is personalised to their particular needs, as identified through a robust assessment system
- To take a lead role in the development of effective teaching and learning strategies in the curriculum area in line with school and national policy
- To lead strategic work on interventions to raise student achievement and attainment across the curriculum area, evaluating the impact of such activity on the quality of teaching and learning
- To monitor planning, curriculum coverage and learning outcomes for the curriculum area
- To develop a positive working environment in the curriculum area that supports students' learning
- To ensure positive behaviour for learning for all students in line with the school's behaviour management policy
- To ensure that appropriate targets exist for individual students, in the curriculum area, for each of the school's five-year groups and to monitor, review student progress and take appropriate action as necessary
- To ensure all curriculum staff comply with the school's assessment, recording and reporting procedures

**Leading, developing and enhancing the teaching practice (or work) of others**

- To lead and manage the work of members of the curriculum team together with any assigned technical or support staff
- To be responsible for the performance management of individual staff as named in the school's performance management schedule
- To provide an effective role model in terms of own classroom practice and keeping abreast of national developments in the teaching of the subject
- To foster a shared vision in the curriculum team which reflects the whole school vision and to enthuse, inspire and motivate all team members
- To monitor the quality of teaching and learning through lesson observations and other strategies, sharing judgements with colleagues as appropriate and implementing strategies to improve teaching where necessary

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- To identify key professional development needs, ensuring that such needs are addressed through the provision of high-quality coaching, mentoring and curriculum based INSET
- To promote an ethos of teamwork and a culture of sharing, motivating colleagues and ensuring effective professional and working relationships

### **Managing and developing the curriculum area**

- To ensure that the aims and objectives of the Department are the subject of regular review and consultation
- To ensure appropriate policies are in place and are adhered to across the curriculum area
- To ensure effective curricular resource management & deployment to maximise student achievement and attainment
- To manage the finance and resources allocated to the curriculum area and provide value for money
- To ensure that appropriate risk assessments are completed, and Health and Safety requirements are complied with
- To ensure the environment within the curriculum area is conducive to learning

### **Other specific responsibilities**

- To ensure effective liaison and collaboration with peers in other schools to share, disseminate and develop good practice
- To develop effective liaison with parents/carers informally and through formal home/school communications procedures
- To play an active part in the curriculum area's contribution to the school's ongoing self-evaluation process
- To make a substantial contribution to the production, implementation and review of the School Development Plan and contributing, where appropriate, to school improvement priorities across the curriculum
- To collaborate with other curriculum areas to raise attainment through developing overlapping themes and cross curricular learning opportunities
- To promote the provision of a range of enrichment activities and extracurricular activities across the curriculum area
- To carry out any other reasonable duties as assigned by the Headteacher

### **People management**

- Full line management of a team, including recruitment, probationary period management, performance management, absence management and staff development

### **All employees in the Trust are expected to:**

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement: [Vision, Values and Strategy - Prospere Learning Trust](#)
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues

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- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust 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.

Person Specification	Essential/ Desirable	Assessment stage
<b>Qualifications</b>		
Qualified Teacher Status	Essential	Application
A degree of equivalent qualification	Essential	Application
Successful teaching experience in the relevant phase	Essential	Application/Interview
<b>Knowledge and Experience</b>		
To be an excellent classroom practitioner consistently delivering Good / Outstanding lessons	Essential	Selection Task
Thorough subject knowledge and understanding of current curriculum developments	Essential	Application, Interview, Selection Task
To show understanding of and willingness to adopt effective Teaching, Learning and Assessment strategies	Desirable	Interview
To be able to plan and develop appropriate learning activities	Desirable	Application, Interview
To show understanding of the urban educational setting	Essential	Application, Interview
To be a caring and committed professional who has the highest expectations of all students	Desirable	Interview
Good ICT skills and familiarity with Office 365, MIS and confidence using a range of programmes to support teaching and learning	Essential	Application
Good communication skills with the ability to develop effective relationships	Essential	Application/Interview/ Selection Activities
<b>Behaviours and Values</b>		
The ability to enthuse, inspire and motivate students	Essential	Interview/Selection Activities
To self-evaluate and set targets for development	Essential	Application/Interview
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Interview
To be flexible and able to adapt and prioritise appropriately	Essential	Interview
Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Application, Interview
A willingness to be involved in the wider life of the school, including extracurricular activities	Essential	Interview

### Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.

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