



### **Job Description**

**POST TITLE: ASSISTANT CURRICULUM LEADER (C allowance)**

#### **STATUS OF THE POST**

This is a middle leadership post within the academy.

#### **JOB PURPOSE**

The Assistant Curriculum Leader will work with the Curriculum Leader to help raise standards and participation within the Curriculum Area. They will act at all times as a positive role model for colleagues in the Curriculum Area and will support the Curriculum Leader in developing an outstanding environment and becoming a centre of excellence.

#### **MAIN RESPONSIBILITIES OF THE 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 to assist the Curriculum Leader in raising the standards of teaching, learning and student achievement in a curriculum area for all pupils attending Belvedere Academy.

The post holder is accountable to the Curriculum Leader

#### **PROFESSIONAL RESPONSIBILITIES**

In addition to meeting the characteristics described in the Teachers' Standards Framework, the postholder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

##### **Leadership**

- To support the Curriculum Leader to provide strategic leadership across the curriculum area in accordance with the aims and objectives in the whole academy improvement plan
- To create and maintain effective working relationships throughout the Curriculum Area by promoting and supporting a creative and collaborative ethos.
- To support the Curriculum Leader in terms of monitoring and evaluating the progress of staff and pupils towards meeting the overall aims and objectives.

- To work with the Curriculum Leader and other Curriculum Area staff to ensure that the work in the curriculum area fully reflects the academy's distinctive ethos and direction.
- To lead Curriculum Area meetings in conjunction with the Curriculum Leader
- To work with other Assistant Curriculum Leaders as and when appropriate to share ideas and to ensure a consistent approach
- To attend half termly Subject Leader meetings
- To deputise for the Curriculum Leader in his / her absence

## **Curriculum**

- To support the Curriculum Leader with the production of the Curriculum Area Improvement Plan and other summaries / reports
- To liaise with the Curriculum Leader and Subject Leaders to ensure the delivery of an ambitious, inclusive, high quality curriculum programme which meets the needs of all pupils.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To play a lead role in the development of appropriate syllabi, resources, schemes of work, assessment policies, and teaching and learning strategies in the area.
- To develop cross-curricular links to support pupils' learning
- To support the Curriculum Leader with strategies that monitor the quality of teaching and learning within the Curriculum Area (e.g. learning walks / work sampling)

## **Staff Development**

- To work with the Curriculum Leader to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Review(s) and to act as reviewer for selected curriculum area staff.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures.

## **Assessment**

- To work with the Curriculum Leader in terms of monitoring pupil progress and intervention strategies where needed.
- To quality assure the accuracy of progress grades reported to pupils and parents.
- To work with Subject Leaders to organise additional Enrichment / study sessions / opportunities for pupils preparing for GCSE / A Level exams and to assist with the development of resources for these
- To monitor that all Curriculum Area data input is completed by deadlines set.

## **Other specific professional responsibilities**

The post holder will also be responsible for:

- Undertaking the role of a Subject Leader (if applicable – see Subject Leader job description)

- Being the key link person between the Curriculum Leader and other Subject Leader within the Curriculum Area
- Ensuring that behaviour policies and processes are followed consistently by all members of staff in the Curriculum Area
- Ensuring that communication within the Curriculum Area is effective and efficient and that messages are delivered to all in a timely manner
- Carrying out any other reasonable duties as assigned by the Curriculum Leader

#### **Note**

- This job description is not necessarily a comprehensive definition of the post
- The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Curriculum leader and the Senior Leadership Team

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