



## **JOB DESCRIPTION – Assistant Curriculum Leader**

Job title	<b>Assistant Curriculum Leader</b>
Grade	<b>1-9 and Responsibility allowance A2-A4</b>
Responsible to	<b>Curriculum Leader</b>
Responsible for	
Effective from	<b>March 2021</b>

### **SUMMIT LEARNING TRUST Mission Statement**

Strength through diversity  
Ambition through challenge  
Excellence through curiosity

### **Main responsibilities and duties:**

- To deputise for the Curriculum Leader in his/her absence and as agreed below.
- To deliver a sub-set of the Curriculum Leader responsibilities identified and agreed with the Assistant Principal on an annual basis.

All Assistant Curriculum Leaders will deliver these responsibilities within the following College frameworks which support them:

- Student behaviour management through College Rewards and Disciplinary systems.
- Health and Safety within the area as laid out in the College Health and Safety Policy.
- The promotion of Equality and Diversity within College policies.
- Marketing and promotion of the College including interviewing students and working with partner schools.
- Self assessment and planning and target setting through College Quality systems.

- Active promotion of Safeguarding, British Values and Preventing young people being drawn into extremism.
- Support the Curriculum Leader in campus management.

In all areas, the Assistant Curriculum Leader is supported by the Curriculum Leader and the Divisional Leadership Team and by Cross College specialist staffing and leadership.

The Assistant Curriculum Leader will also:

- Make an active commitment to his/her own professional development as both a team leader and a curriculum specialist. This will include active engagement in his/her own appraisal.
- Undertake any other duties as may be reasonably required.

### **General**

- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Undertake health and safety duties commensurate with the post and/or as detailed in the colleges health and safety policy.
- Work in accordance with all of the colleges policies and procedures.

### **Notes**

- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	

## Person Specification – Assistant Curriculum Leader

*The successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of students, staff and parents.*

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>degree relevant to subject area or equivalent</li> <li>teaching qualification i.e. PGCE, BEd, QTS</li> </ul>	
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Proven teaching experience with 16-19 year old students on relevant A level and/or Applied Courses.</li> <li>Awareness of developments within the 14-19 sector within subject specialism(s)</li> <li>understanding and application of a range of teaching styles, including active learning approaches</li> <li>evidence of being successful in working with 16-19 year olds of different ability levels</li> <li>creation of productive learning environments</li> <li>academic guidance work with students</li> </ul>	<ul style="list-style-type: none"> <li>experience or understanding of progression opportunities, world of work</li> <li>some previous experience of managing people and curriculum change</li> <li>Experience of implementing quality assurance procedures</li> </ul>
<b>Skills and aptitudes</b>	<ul style="list-style-type: none"> <li>ability to work within a team and with team members</li> <li>ability to work effectively across the ability range within the College</li> <li>ability to manage a range of tasks at any one time and complete them effectively by deadlines</li> <li>have excellent written and oral communication skills</li> <li>competent in the use of ICT</li> <li>enthusiastic about teaching</li> <li>enthusiasm for the subject area and the ability to communicate this enthusiasm to both students and staff.</li> <li>ability to develop good relationships with 16-19 yr old students</li> <li>ability to take the lead in a variety of contexts</li> <li>ability to problem-solve in a management context and to liaise with appropriate staff as necessary</li> </ul>	

<p><b>Special Requirements</b></p>	<ul style="list-style-type: none"> <li>• a commitment to equality and diversity and preventing young people from being drawn into extremism</li> <li>• commitment to continued professional development</li> <li>• willingness to contribute to College life beyond her/his subject area</li> <li>• Enhanced DBS clearance</li> <li>• Compliance with all college and Trust policies</li> <li>• Safeguarding and promoting the welfare and success of all students and young people.</li> <li>• The implementation of equal opportunities practice.</li> <li>• Promoting the stated aims and policies.</li> </ul>	
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## **PROFESSIONAL DUTIES**

The following duties shall be deemed to be included in the professional duties which a teacher employed by a Sixth Form College may be required to perform.

### **1. Teaching**

- (a) planning and preparing courses and lessons;
- (b) teaching, according to their educational needs, the students assigned to you including the setting and marking of work to be carried out by the student in College and elsewhere;
- (c) assessing, recording and reporting on the development, progress and attainment of students

in each case having regard to the curriculum for the College.

### **2. Other activities**

- (a) promoting the general progress and well-being of individual students and of any class or group of students assigned to you;
- (b) providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- (c) making records of and reports on the personal and social needs of students;
- (d) communicating and consulting with the parents of students;
- (e) communicating and co-operating with persons or bodies outside the College;
- (f) participating in meetings arranged for any of the purposes described above.

### **3. Assessments and reports**

providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

### **4. Appraisal and staff development**

- (a) participating in arrangements made for the appraisal of your performance and that of other staff in the light of the responsibility for the appraisal of staff that is laid on the College Principal by Article 3(2)(c) of the College's Articles of Government;
- (b) reviewing from time to time your methods of teaching and programmes of work;
- (c) participating in arrangements for your further training and professional development.

### **5. Educational methods**

advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **6. Discipline, health and safety**

maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.

**7. Staff meetings**

participating in meetings at the College which relate to the curriculum for the College or the administration or organisation of the College, including pastoral arrangements.

**8. Cover**

supervising and so far as practicable teaching any students whose teacher is not available to teach them:

provided that no teacher shall be required to provide such cover:

- (a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days; or
- (b) where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the College for two or more working days before the absence commenced; unless -
  - (i) s/he is a teacher employed wholly or mainly for the purpose of providing such cover ('a supply teacher');  
or
  - (ii) the College has exhausted all reasonable means of providing a supply teacher to provide cover without success.  
or
  - (iii) s/he is a full-time teacher at the College but has been assigned by the Principal in the timetable to teach or carry out other specified duties (except cover) for less than 75 per cent of those hours in the week during which students are taught at the College;

**9. Public examinations**

participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.

**10. Management**

- (a) contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and probationary teachers;
- (b) co-ordinating or managing the work of other staff;
- (c) taking such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.

**11. Administration**

- (a) participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the College and the ordering and allocation of equipment and materials;
- (b) registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions.