**Minsthorpe Community College**

**Job & Person Specification**

**Post Title:**  Assistant Curriculum Team Leader - KS3 Resource Provision Skills

Curriculum Coordinator

**Salary:**  MPR/UPR + TLR 2.2

**Responsible To:** Director of Student Support

**Overall Purpose**

This role is to lead the KS3 Resource Provision curriculum. To work alongside subject area staff to ensure the curriculum offered offers opportunities for students to progress to mainstream lessons. To work alongside the ACTL for KS4 Resource Provision to ensure curriculum connection to the next Key Stage and to enable smooth transition. To ensure there are high expectations of all students no matter their starting point and identify and remove their barriers to learning.

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

* Responsibility to provide a safe environment in which children can learn and develop.
* To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

**Employment checks required of this post:**

* Proof of eligibility to work in the UK
* Proof of relevant qualifications (original certificates)
* Two satisfactory references
* DBS Enhanced Disclosure check
* A Prohibition Order check
* A medical assessment prior to commencement of employment

**Job Specification**

1. To develop and maintain a ‘Low Demand High Expectations’ engaging curriculum with appropriate outcomes in soft skills that support transition to mainstream lessons and/or the next stage of education.
   1. To work with the Director of Student Support in identifying strengths and areas for development in the curriculum model in terms of breadth, depth, reasonable adjustments and personalised outcomes.
   2. To raise awareness and develop staff understanding of pedagogy to raise standards of L&T throughout the delivery of the curriculum.

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1. In collaboration with staff, respond to the presenting needs of students, identify and remove their barriers to learning.
2. To coordinate the management of staff delivering the curriculum to support the development and implementation of appropriate Schemes of Work and Resources that can be matched to appropriate outcomes.
   1. To be the point of contact for any absence and manage any cover requirements.
   2. To be budget holder for the KS3 RP curriculum to support staff in delivering the range of subjects.
   3. To work with outside agencies and other settings to develop an appropriate curriculum and range of qualification opportunities;
   4. To work with outside agencies and other settings to identify and remove barriers to successful qualifications.
3. In conjunction with the Director of Student Support, be responsible for the development and promotion of a range of teaching strategies and learning approaches that are applied consistently across the curriculum area.
4. To support students preparation for adulthood through personalised transition work.
5. To develop student independence appropriate to their needs through implementation of Skills for Life approaches to learning.
6. Other duties commensurate with the grade of the post as directed by the Principal.

**Person Specification:**

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| **Criteria** |  | **Essential/Desirable** |
| **Education, Training and Qualifications** | Qualified Teacher Status.  Recognised degree or equivalent in relevant subject.  Evidence of continuing professional development. | E  E  E |
| **Skills and Knowledge** | An ability to lead and inspire students of all abilities.  An ability to establish clear expectations and constructive working relationships amongst staff and students.  Differentiate teaching so that all students experience stretch and challenge in lessons.  Evidence of working through sequences of lessons and developing schemes of work.  Set challenging targets for students and analyse data to inform teaching.  Proven communication, organisational and interpersonal skills.  An ability to work effectively as part of a team but also to be able to work independently.  An ability use ICT in the classroom to create an inspirational and creative learning environment. | E  E  E  E  E  E  E  E |
| **Experience** | Exemplary classroom practitioner  An awareness of curriculum issues relating to relevant subject area  Meeting the needs of students with SEND  Pastoral work in a school setting  Commitment to safeguarding and promoting the welfare of students | E  E  E  E  E |
| **Personal Attributes** | Confidence, flexibility and adaptability.  Empathy for students, parents, staff and the community.  Good communication skills.  Energy and commitment.  High expectations of students and their behaviour.  Ability to share practice and contribute to subject decision making.  A commitment to equal opportunities.  Maintains high professional standards.  Enjoy working alongside young people and adults.  Be supportive of the aims and ethos of Minsthorpe Community College. | E  E  E  E  E  E  E  E  E  E |