

# CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL

ONE BODY, MANY PARTS



## Job Description: TLR 2a: Curriculum Team Leader

You will be responsible to the Headteacher to provide professional leadership in the curriculum team which you lead. You will be expected to promote and support the progress of all children to achieve the highest possible standards. You will have impact on educational progress beyond the assigned pupils you teach.

The range of duties listed below describe the role of a class teacher, with additional responsibility, but do not replace such other duties that may be required, as laid down by the School Teachers' Pay and Conditions Acts. All teachers will work within the framework of such legislation, as well as school policies and guidelines on curriculum and organisation. Specific variations will be made by negotiation with the Headteacher, Senior Leadership Team and Governing Body.

### Duties specific to teachers with TLR 2a (Curriculum Team Leader)

The teacher will have responsibility for:

- Leading a curriculum team of foundation subjects leaders
- Developing a creative and innovative approach to teaching and learning across the relevant foundation subjects in order to raise attainment (whole school).
- Supporting the improvement of standards and achievement in the relevant foundation subjects across the school.
- Developing the work of the relevant foundation stage subject leaders in order to improve outcomes and ensure continuity and progression.
- Liaising with the EYFS Lead and core subject leaders, to ensure a relevant, cross-curricular and creative approach to curriculum delivery.
- Supporting the SLT in ensuring that the curriculum is relevant and best meets the needs of the children at Corpus Christi Catholic Primary School.

Teachers with TLR duties will be expected to carry out some of their work after school during 'directed time'.

## Curriculum Team Leader Role Description

### Knowledge and Understanding

- Demonstrate a secure knowledge and understanding of foundation subjects across the school.
- Have knowledge and understanding of the strategies for improving and sustaining high standards of teaching, learning and achievement of all pupils.
- Keep up to date with any changes to the National Curriculum and disseminate that information to staff.
- Have knowledge of the EYFS, in order to help facilitate transition to Key Stage One.

### Planning and Setting Expectations

- Establish, with the involvement of relevant staff (in particular foundation stage subject leaders), short, medium and long term plans for the development and resourcing of the subjects.
- Support subject leaders in setting priorities, targets and action plans for the subjects.
- Support subject leaders in planning, organising and implementing specialist events, activities and weeks relating to the subject, in relation to the planned curriculum.
- Monitor the quality of planning and learning outcomes.

### Teaching and Managing Pupil Learning

- Act as a role model for other staff, modelling good practice.
- Ensure curriculum coverage, continuity and progress in the foundation subjects for all pupils.
- Ensure effective links are made between curriculum areas.
- Promote inclusion at all times.

### Pupil Achievement

- Establish clear targets for pupil achievement and support subject leaders in evaluating progress towards meeting those targets.
- Review achievement and standards in the subject areas, together with the outcomes of any planned actions and feedback information to the Senior Leadership Team, in order to inform school self-evaluation.

### Assessment and Evaluation

- Monitor and evaluate skills coverage and standards of attainment in the foundation subjects and ensure targets are met.
- Where appropriate, analyse and interpret national, local and school assessment data to inform policies and practices, identify gaps in attainment and set targets for further improvement.
- Support subject leaders in establishing and implementing clear policies and practices for assessing, recording and reporting on pupil achievement.

### Relationships with Parents/Carers and the Wider Community

- Direct subject leaders in establishing a partnership with parents/carers to involve them in their child's learning, as well as providing information about the curriculum.
- To promote the subjects in school and the wider community, liaising and communicating

effectively, orally and in writing, with governors and external agencies.

- Develop effective links with the local community in order to enhance teaching and learning opportunities.

### **Managing and Developing Staff and Other Adults**

- Lead professional development of staff by planning and leading staff meetings and INSET days.
- Assist in the appraisal of staff, including taking part in classroom observations as required.
- Evaluate the impact of training and development activities and report back at meetings.

### **Managing Resources**

- To support foundation subject leaders in auditing and evaluating resource needs and maximizing their budget allocation.

### **Strategic Leadership:**

- Create a climate which enables other staff to develop and maintain positive attitudes towards the development of the curriculum and the foundation subjects and confidence in teaching them.
- Showing an enthusiasm for the creative delivery of the curriculum, influencing excellent classroom practice by example.
- Develop, implement and update policies and ensure continuity, progression and effective teaching and learning throughout the school.
- Keep the Headteacher and governors informed of all relevant developments, initiatives and issues relating to the curriculum.
- Carry out any other duties which might be reasonably requested by the Headteacher.

**TLR 2a holders** will assist the Headteacher and Senior Leadership team in:

- Leading by example, creating and maintaining a positive ethos and demonstrating professional behaviour and attitudes at all times.
- Being a positive role model for other members of staff in all matters relating to class organisation, teaching, learning, assessment and professional conduct.
- Establishing and implementing policies and practices which ensure high achievement and effective teaching, learning and assessment.
- Monitoring and evaluation of policies and practices, including teaching, learning and assessment.
- Monitoring standards.
- Taking a leading role in behaviour management by being aware of behaviour issues within specific phases, monitoring behaviour at times of transition and giving teachers support as detailed in the behaviour policy.
- Leading curriculum meetings focused on high standards.
- Leading practice within a phase by demonstrating high expectations in terms of quality of the displays, organisation of the learning environment.
- Monitoring books and planning and provide feedback to teachers and SLT.
- Attending Leadership Team meetings.
- Taking part in Professional Development activities which support and develop the role in leadership and management.
- Carrying out any other duties to ensure the smooth running of the school which might reasonably be requested by the Headteacher.

## Classteacher Job Description

### Safeguarding

Corpus Christi Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced Criminal Record check via the Disclosure and Barring Service.

Corpus Christi Catholic Primary School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service

### Purpose of job

To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all pupils.

The Job Description should be read alongside the range of professional duties of Teachers as set out in Teachers' Pay and Conditions Document. The post holder will be expected to undertake duties in line with the Teaching Standards for qualified teachers and uphold these standards in addition to the professional code of the National College for Teaching and Leadership for England.

### Responsibilities

#### Teaching and Managing Pupil Learning

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods, which keep pupils, engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

#### Planning and Setting Expectations/Pupil Achievement

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils taught.
- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.
- Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEPs).

#### Assessment and Evaluation

- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.
- When applicable, understand the demands expected of pupils in relation to the National Curriculum for EY/KS1/KS2.

#### Relationship with Parents and the wider community

- Prepare and present informative reports to parents.
- Provide opportunities to develop pupils' understanding by relating their learning to real and work related examples, recognising that learning takes place outside the school context.
- Liaise with agencies responsible for pupils' welfare.



### **Manage Own Performance and Development**

- Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- Share corporate responsibility the implementation of school policies and practices.
- Set a good example to the pupils they teach in their presentation and their personal conduct.
- Evaluate their own teaching critically and use this to improve their effectiveness.
- Implement and follow school's child protection policies and procedures.

### **Managing and Developing Staff and Other Adults**

- Establish effective working relationships with professional colleagues including, where applicable, associate staff.

### **Managing Resources**

- Select and make good use of textbooks, ICT and other learning resources, which enable teaching objectives to be met.
- Ensure promotion and support of Equal Opportunities and Health & Safety.
- Undertake other duties that are commensurate with the post.

### **Relationships**

- The post holder will be required to work flexibly to deliver an efficient service.
- There will be regular contact with pupils, colleagues, other members of staff and the Senior Leadership along with building relationships with parents and governors.

### **Physical Conditions**

The post is based at Corpus Christi Catholic Primary School. This post is subject to an enhanced Disclose and Barring Service check and the receipt of satisfactory references. The school operates a strict non-smoking policy.

### **Qualifications**

Qualified Teacher Status – Essential