

Curriculum Area Leader Job Description

Responsible to: Head of School



Key responsibilities and outcomes

- Leadership and management of all aspects of the Department including accountability of the team of staff
- Achievement of consistently high standards of teaching, learning and assessment
- High achievement of student progress and attainment in subject area
- To promote and contribute to the overall ethos and vision and values of the school

Leadership and Management Responsibilities

- To take overall responsibility for the quality of teaching and learning in the curriculum area, work with other TLR post holders.
- To provide overall leadership for the development of effective teaching and learning styles, taking account of students different abilities and any SEND needs.
- To ensure that there are up to date and effective schemes of work across the department from Years 7 to 13, including co-ordinating any cross-curricular initiatives*.
- To formulate and update the Department Improvement Plan annually, working with departmental colleagues, ensuring that it is consistent with the School Improvement Plan*.
- To ensure that the department is contributing to school policy making and plans and is implementing these.
- To ensure the department is contributing to cross-curricular, enrichment revision and other whole school activities.
- To meet regularly with SLT to discuss the performance of the department and to feedback on any issues.
- To organise and lead regular departmental meetings.
- To monitor and evaluate the effectiveness of department and school policies e.g. on marking and assessment, homework, use of ICT, rewards and sanctions etc, and to ensure that departmental colleagues are implementing such policies consistently*.
- To ensure Performance Management of the team is conducted in line with the school's policy
- To discuss ideas for improvement with departmental colleagues, based on an analysis of external exam results, and to help them manage their implementation*.
- To have overall management responsibility for the Department capitation and CPD budgets, for the deployment of teaching and non-teaching staff, and for facilities and resources*.
- To ensure that departmental colleagues take a fair share of setting and marking exam papers, as well as making recommendations for exam entries and setting.
- To ensure that work is set for the classes of absent teachers*.
- To have overall responsibility for student behaviour in subject lessons, supporting colleagues and co-ordinating the department detention procedure*.
- Manage the department's budget
- Participate in recruitment and selection of personnel

Development Responsibilities

- To promote teamwork within the curriculum area, ensuring that all department members take a fair share of development responsibilities according to their status and experience*.
- To keep up to date with new developments in the curriculum area and to review and seek to improve the courses offered to students*.
- To ensure that all subject teachers have appropriate professional development opportunities, including ensuring that someone represents the curriculum area at all improvement group meetings.
- To liaise with primary partner schools to ensure effective transition and progression*.

NB Items with an asterisk denote responsibilities that other TLR holders (because of the size of the curriculum area) might help the CAL with.

JOHN TAYLOR HIGH SCHOOL

Person Specification: Curriculum Area Leader



Category	Essential	Desirable	Evidence
Qualifications			
Qualified to teach and work in the UK	✓		Application Interview References
Ability to teach ages 11-16	✓		
Ability to teach Post 16	✓		
Good relevant degree	✓		
Evidence of other relevant CPD		✓	
Experience, Knowledge & Understanding			
Experience of raising supporting students' progress	✓		Application Interview References
Evidence of continually improving own teaching and learning	✓		
Up to date knowledge in the subject area	✓		
Good knowledge of pedagogy	✓		
Able to use ICT as a vehicle for effective learning and teaching	✓		
Understanding of the strategies needed to establish consistently high aspirations, outcomes and behaviour	✓		
A minimum of three years teaching experience	✓		
Leadership and Management			
Evidence of leading or sharing good practice related to teaching and learning	✓		Application Interview References
Evidence of leadership and management (departmental or whole school)	✓		
Evidence of supporting and working with others	✓		
Evidence of budget management		✓	
Evaluating school policies		✓	
Leading on a department or whole school initiative	✓		
Evidence of performance management review	✓		
Personal Qualities			
A willingness to lead development of policies and practices and promote collective responsibility for their implementation	✓		Application Interview References
High expectations for accountability and consistency	✓		
Resilience, motivation and commitment to driving up standards of achievement	✓		
Enthusiastic, confident, positive, self-motivated and determined	✓		

Excellent communication, planning, organisational, listening and time management skills	✓		
Effective and systematic behaviour management, with clear boundaries, sanctions, praise and recognition	✓		
Commitment to regular and on-going professional development and training to establish outstanding classroom practice	✓		
Readiness to reflect and self-evaluate, and the ability to change, develop and improve	✓		
Work effectively alone and as a part of a team	✓		
Develop positive relationships and act as a role model to staff and students	✓		
High levels of honesty and integrity	✓		
Other			
The post holder will be subject to an Enhanced Disclosure and Barring Service (DBS) check	✓		Application Interview References
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		