



## Job Description & Person Specification

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**Job Title:** Curriculum Coordinator

**Scale:** Teachers Pay Scale + TLR 2

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### Job Purpose:

- To ensure that targets for improvement in the curriculum area are set and met through positive approaches to curriculum development.
  - To plan and prepare schemes of work.
  - To monitor learning and teaching across the curriculum area to support the development of staff.
  - 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 students.
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### Reporting Arrangements

**Reporting to:** Head of Department and Trust Director/Trust Lead where appropriate

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### Main Responsibilities:

- Collaborate in the production of a clear vision for the direction of the department based on the school's vision and objectives.
- Focus systematically on teaching and learning.
- Contribute to further professional learning meetings.
- Build collective collaboration and develop leadership.
- Consult and negotiate over responsibilities within the department.
- Participate in appropriate subject/curriculum leader training to improve leadership and management expertise.
- Ensure that lines of communication within and outside of the department are efficient and effective.
- Base improvement activity on evidence about relative performance.
- Use the Quality Assurance Process to identify strengths and weaknesses in performance.
- Identify areas of improvement in the department's systems and practices, and work to implement positive changes.
- Take responsibility for the maintenance of good order in departmental lessons and to liaise with pastoral and other staff.
- Be responsible for the ordering, distribution, control and maintenance of departmental stock and equipment.

## Trust Responsibilities:

- Adhere to all Trust policies and procedures.
  - Take responsibility for promoting and safeguarding the welfare of all pupils.
  - Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
  - Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
  - Travel between different sites of the Laurus Trust as required.
  - Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
  - Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
  - Refrain from smoking in any areas of Trust premises.
  - Behave in a manner that ensures the security of property and resources.
  - Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.
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## Safeguarding:

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

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## Core Behaviours:

As your sphere of influence grows, so grows your responsibility for stewardship of these guiding principles and qualities:

- Show unswerving commitment to the shared vision and values – *badge on shirt*.
  - Demonstrate impeccable standards of competency within areas of expertise - *focus on learning*.
  - Have a sense of urgency for sustainable results - *does whatever it takes*.
  - Challenge the status quo - *eye on the horizon*.
  - Strive for autonomy whilst securing accountability - *develops agency in others*.
  - Focus on team over self - *demonstrates self-sacrificial leadership*.
  - Commit to continuous improvement for self and others - *recognises that better is possible*.
  - Build trust through clear communication and expectations - *develops commitment to the vision in others*.
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**Person Specification:**

Attributes	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Good Honours Degree 2.2 and above</li> </ul>	
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching the relevant subject at KS3 and/or KS4</li> <li>• Knowledge and understanding of subject area(s)</li> <li>• Principles and practices of monitoring/assessments/ evaluations</li> <li>• Knowledge of formative assessment techniques</li> <li>• The application of technology to learning and teaching in subject area(s)</li> <li>• Ability to demonstrate high expectations of pupil behaviour and establishment of a clear framework to promote self control and independent learning</li> <li>• Principles and practices of effective teaching and learning</li> <li>• Evidence of setting and assessing clear objectives</li> <li>• Preparation of schemes of work and lessons</li> <li>• Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching at KS5</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Confident and innovative teaching</li> <li>• Enthusiastic and able to engender enthusiasm in others</li> <li>• Excellent planning and organisational skills</li> <li>• Ability to work as a member of a team</li> <li>• Effective communication skills</li> </ul>	
<b>Other Qualities</b>	<ul style="list-style-type: none"> <li>• Professional approach</li> <li>• Commitment to an inclusive ethos with the view that "Every Child Matters and Can Achieve"</li> <li>• Flexible</li> <li>• Approachable</li> <li>• Initiative</li> <li>• Energy, optimism and enthusiasm</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence</li> </ul>