
JOB DESCRIPTION

Post: Curriculum Lead Science

PayScale: MPS-UPS

Responsible to: SLT Line Manager

Core Purpose: The provision of a full learning experience and support for students.

Main Duties:

- To implement and deliver an appropriately broad, balanced, relevant, and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To meet the educational needs of all students regardless of ability or SEND through quality first teaching, planning, modelling and scaffolding.
- To monitor and support the overall progress and development of all students within the department.
- To monitor and support the overall progress and development of students as a teacher/ Form Tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal, spiritual and academic growth.

Operational and Strategic Planning

- To develop appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Departmental development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

Curriculum

- To ensure that the Curriculum Area/Department provides a range of teaching which complements the school's strategic objectives.
- To effectively implement the Music curriculum intent for all students and ensure they make at least expected progress.
- To contribute effectively to the school's Enrichment Programme.

Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support

- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Recording and Assessment

- To maintain appropriate records and to provide relevant accurate and up- to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communications

- To communicate effectively with the parents of students as appropriate.
- To follow agreed policies for communications in the school.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools and other external agencies.
- To contribute to the development of effective subject links with external agencies

Management of Resources

- To identify resource needs and to contribute to the efficient/effective use of physical resources.

Pastoral Support

- To support and uphold the Catholic values of the school.
- To be a Form Tutor of an assigned group of students and to carry out related duties in accordance with the general job description of a Form Tutor.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.

Other Specific Duties

- To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Additional Information:

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and

Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

It is the practice of this Trust to periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

Person Specification

		Essential / desirable	Evidence
Qualifications	Qualified teacher status	E	A
	Honours Degree in a relevant subject	E	A
	Evidence of Continuous Professional Development	E	A
	Middle Leadership Qualification	D	A
Knowledge & Experience:	Evidence of good or outstanding classroom practice	E	A
	Successful and sustained delivery of outstanding attainment and achievement	E	A/I
	Use of data to plan and implement intervention strategies to raise academic performance	E	A/I
	Partnership working and collaboration within a school or local authority context	E	A/I
	Effective management of people and team of professionals within a school setting	E	A/I
	Use of data to plan and implement intervention strategies to raise academic performance	E	A/I
	Developing and leading strategies to sustain whole school improvement	E	A/I
	Leading the delivery of coaching and INSET sessions to support the professional development of others	E	A/I
Professional Knowledge and Understanding	Proven track record of results	E	A/I
	Outstanding behaviour manager	E	A/I
	Ability to employ a range of effective learning and teaching styles to maximise pupil progress	E	I
	A strong commitment to inclusion and overcoming barriers to learning and achievement	E	A/I
	Knowledge of curriculum, specifications and assessment criteria to secure excellent outcomes in Maths.	E	A/I



	Proven track record of improving practice in others	E	A/I
	Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets.	E	A/I
	Ability to develop and disseminate effective learning and teaching and classroom management strategies.	E	A/I
	Ability to communicate, verbally and written, with a range of people and groups	E	A/I
	Knowledge of effective intervention strategies to raise attainment.	E	A/I
	ICT skills to develop, manage and report on performance data.	E	A/I
	Experience of Middle Leadership	D	A/I
Personal and Professional Skills and Qualities	Commitment to uphold the Catholic values and ethos of the school	E	A/I
	Commitment to delivering enrichment opportunities for students	E	A/I
	Excellent leadership skills	E	A/I
	Commitment to continuing Professional Development	E	A/I
	Personal resilience, persistence and perseverance.	E	A/I
	Highest levels of professional and personal integrity		
	Personal drive to secure the best possible outcomes for pupils		
	The ability to use own initiative and problem solve		
	Good attendance and punctuality record		
	Organised, efficient and ability to work to deadlines		
	Commitment to support the school agenda for safeguarding, equality and diversity.		

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post.

Key

E Essential

I Interview

D Desirable

A Application

R References

C Certificate