

## **Job Description**

**Job Title:** Curriculum Leader

**Responsible to:** Member of SLT with Responsibility for the Subject Area

### **Specific Responsibilities:**

- Organisation and planning of the curriculum to ensure rapid progress and high academic attainment and that it fulfils the demands of the National Curriculum and
- Maintain clear expectations and high standards of professionalism at all times in order to foster high standards of behaviour
- Monitoring of and being accountable for student attainment and progress, in accordance with the school's policies.
- Being accountable to the Deputy/Assistant Headteacher for high standards of teaching and learning
- Working collaboratively and sharing good practice within the school, to continually raise standards and develop the ethos in all areas of the school, not just the academic provision.
- Attend school events and activities as directed by the Headteacher.
- To make contributions to and develop their expertise through in-house CPD and external providers
- Staff will be expected to share their expertise across the school
- Equal opportunities for **all** students and staff

### **Strategic Direction**

- Lead by example in a professional way; Model the high standards which will ensure the attainment, progress, discipline and motivation of all students
- To develop and implement the Department Development Plan which is linked to the School Development Plan
- To provide effective monitoring and evaluation of progress, measured against targets for raising standards in teaching and learning and whole school priorities
- To develop and implement policies, pedagogy and practice in the subject which reflect whole school and national policies and strategies

### **Teaching and Learning**

- To ensure that programmes of study/schemes of work are planned and developed and implemented consistently by subject specialists. Where appropriate these should be in accordance with the National Curriculum, examination specifications and Key Stage strategies e.g. gifted and talented, application of ICT, assessment for learning, literacy and numeracy
- To ensure that pupil progress targets are set by subject staff and that systems are implemented to allow pupil progress to be regularly recorded, monitored

and reported. In doing so identify issues for development and implement appropriate intervention strategies

- Apply effective strategies to support individuals and groups of students who are underperforming in order that they meet or exceed their targets
- Monitor the impact of these strategies; adapt and develop them when necessary to ensure the best outcomes for each student
- To ensure that the school policies relating to teaching and learning are consistently implemented across the subject e.g. teaching and learning policy, assessment policy, single equalities policy, homework policy, code of behaviour and rewards etc.
- To ensure that good practice in teaching and learning is identified, promoted and shared across the subject team
- To develop extra-curricular opportunities which enrich students love of the subject and provide 'cultural capital'
- To implement systems for monitoring and evaluating the quality of teaching and learning in the subject and to set targets consistent with raising standards. For example: through regular lesson observation, work scrutiny, planning monitoring and analysis of assessment data
- To analyse external examination results at GCSE/AS and A2 and set targets for future attainment and achievement
- To provide appropriate guidance, support and direction in the application of teaching and learning methods in the subject area, including the introduction of new specifications at GCSE, AS and A2 level.
- To build effective links with the local community, including business organisations to support teaching and learning in the subject
- To contribute to the school's self-evaluation through the quality assurance process and in doing so review standards within the subject area
- Ensure departmental rooms have displays which are vibrant, stimulating and regularly refreshed
- Ensure reporting of student progress is professional and informative with clear targets set
- Liaise with parents/carers to offer information and guidance to ensure the students gain maximum benefit from the learning opportunities
- Ensure that the departmental resources and equipment are well cared for
- When required, be responsible for the organisation of departmental visits and excursions in accordance with school policies
- Keep up-to-date with national developments in the subject area, teaching practices and methodology

## **Leading and Managing Staff**

- To contribute to the recruitment and selection of teaching staff
- To lead and promote the professional development of subject specialists in a way which:
  1. Makes a significant contribution to the raising of standards of teaching and learning in their subject
  2. Recognises and promotes good practice in teaching and learning
  3. Supports and evaluates their progress against performance management objectives resulting in a positive impact on teaching and learning in their subject
  4. Identifies and meets their CPD needs
- To ensure that the appraisal of personnel is consistent with whole school policies and procedures
- To take appropriate action where under performance is identified
- To coordinate the deployment of staff in consultation with the Headteacher
- To act as a performance management team leader for identified staff
- To ensure that appropriate documentation regarding external examinations is processed accordingly in liaison with the school's Examination Officer

## **Resource Management**

- To secure and allocate resources in the subject area in order to maximise their impact on teaching and learning
- To ensure that the learning environment is appropriately maintained and promotes high standards in teaching and learning

## **Health and Safety**

- To ensure that all staff in the subject area comply with safety rules and procedures relevant to the subject and whole school
- To report promptly to the Headteacher any issues which have/may lead to a breach of regulations

## **Additional responsibilities**

- You will be required to carry out the duties of a Tutor and work with your Tutor Group on the delivery of the wider and extended curriculum
- Any other duties as may from time to time be reasonably required

## **Safeguarding**

***To ensure that you are aware of the key policies relating to safeguarding and play an active part in Keeping Children Safe in Education***

This job description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed as appropriate and it may be subject to modification or amendment at any time after consultation with the post-holder, Headteacher/or his representative.

**September 2021**

**Signed**

**Date:**

## Post: Curriculum Leader – Design and Technology

<i><b>Qualities and Attributes</b></i>	<i><b>Essential</b></i>	<i><b>Desirable</b></i>	<i><b>Evidenced by</b></i>
<b>Qualifications, Education and Teaching</b>			
Degree and teaching qualification in the relevant subject(s)	✓		Application
Recent, relevant in-service training	✓		Application
A commitment to CPD in order to develop oneself and others	✓		Application
Further professional qualifications		✓	Application
<b>Knowledge, Understanding and experience</b>			
An excellent classroom practitioner, with the ability to communicate a passion for the subject	✓		Interview/Observation
Thorough knowledge and understanding of the National Curriculum	✓		Application/Interview
Thorough knowledge and understanding of the course requirements for GCSE and A Level	✓		Application/Interview
An understanding of the role of assessment and student tracking systems in raising standards and promoting progress	✓		Application/Interview
Successful teaching experience, including the teaching of the subject to A Level		✓	Application/Interview
Evidence of a contribution to the wider curriculum and extracurricular opportunities		✓	Application/Interview
An understanding and appreciation of the positive impact a proactive Form Tutor can have on a students' school experience	✓		Application/Interview

A commitment to developing STEM activities and enrichment opportunities	✓		Application/Interview
<b>Leadership/Management</b>			
Evidence of good student management and discipline	✓		Interview/Observation
A commitment to raising standards and evidence where this has been achieved	✓		Application/Interview
Excellent organisational and planning skills with the ability to adapt	✓		Interview/Observation
<b>General/Personal Qualities and Characteristics</b>			
An effective team player who can think and work independently	✓		Interview
A commitment to care and support for every student and the ability to find the difference that makes a difference	✓		Application/Interview/Observation
An ability to motivate students and staff	✓		Interview/Observation
An effective communicator with strong interpersonal skills	✓		Interview/Observation
A commitment to the responsibility for and practices concerned with the promotion of the welfare and safeguarding of young people	✓		Application/Interview