

JOB DESCRIPTION
Curriculum Leader

Post Title	Curriculum Leader
Salary Range	MPS/UPS + TLR 2a
Accountable to	Leadership and the Headteacher
Leading & Managing	Department teaching staff and technician
Working time	Full Time
Purpose	<ul style="list-style-type: none"> • To raise standards of student progress and achievement within the whole curriculum area for all groups of students • To be accountable for student progress and development within the Department • To be a role model of professionalism and good practice • To develop and enhance the teaching practice of others • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Subject Area • To be accountable for leading, managing and developing the subject/curriculum area • To manage and deploy teaching/support staff, financial and physical resources within the Subject Area effectively to support the Subject Area Development Plan

All Teachers, regardless of position, are expected to meet the criteria set out in the Teachers' Standards.

LEADERSHIP & MANAGEMENT
<ul style="list-style-type: none"> • To lead, monitor and evaluate high quality teaching assessment, marking and feedback across the Department • To systematically develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department • To oversee day-to-day management, control and operation of course provision within the Department, including effective deployment of staff and physical resources • To rigorously and robustly monitor and follow up student progress • To consistently implement The Harefield School Policies and Procedures and ensure that Health and Safety policies and practices meet requirements • To work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of The Harefield School • To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan. • To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs • To be responsible for efficient and effective deployment of the Department's support staff. • To undertake robust Appraisal Review(s) and to act as reviewer for staff within the Department • To ensure appropriate arrangements are in place for classes when staff are absent

- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with The Harefield School procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the School's ECT programmes
- To be responsible for the efficient day-to-day management of staff within the designated Department and act as a positive role model
- To ensure that all members of the Department are familiar with Department aims and objectives within the framework of the School's Development Plan
- To disseminate information from meetings from Middle Leader and Line Management meetings
- To ensure effective communication/consultation as appropriate with the parents / carers of students
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies
- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Department budget.
- Raise the profile of the Department across the school.

TEACHING & LEARNING

- To teach consistently good or better lessons
- To be accountable for the development and delivery of the Department's curriculum
- To ensure that the key whole school priorities are delivered to a high standard
- Ensure that high quality, appropriate schemes of learning and assessment strategies are in place for all year groups and being followed by Department colleagues
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology
- To establish common high standards of practice within the Department and develop the effectiveness of teaching and learning styles
- To contribute to The Harefield School's procedure for lesson observation and monitoring
- To ensure that the Department quality procedures meet the requirement of Self Evaluation and the School Improvement Plan
- Ensure that appropriate homework is detailed in schemes of learning and is regularly set and marked.

ACHIEVEMENT & PROGRESS

- To establish and monitor the robust process of setting of targets within the Department and to work towards their achievement
- To ensure the maintenance of accurate and up-to-date information concerning student progress within the Department on the management information system
- To analyse and evaluate, with the Department, performance data provided and take swift and appropriate action in response to underachievement.

PERSON SPECIFICATION

Evidence of the following will be obtained through the application process (A) and/or at interview (I)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Honours degree (A) • Qualified Teacher Status (A) • The ability to teach to A Level (A) 	<ul style="list-style-type: none"> • Higher degree (A) • Evidence of post graduate study/research (A) • Recent relevant professional development (A)
Experience Leadership and Management (including school systems, procedures and policies)	<ul style="list-style-type: none"> • Experience in developing and raising standards of teaching and learning (A/I) • Commitment to use best practice to develop your subject Department. • The ability to induct, motivate and manage all staff to carry out their respective roles to the highest standard through performance management and continuing professional development. 	<ul style="list-style-type: none"> • Experience of effective work in schools to raise standards (A) • Experience of dealing with the under-performance of staff (I) • Effective leadership within education (A/I) • Proven track record of leading improvement. •
Experience Teaching & Learning	<ul style="list-style-type: none"> • Evidence of very good/outstanding teaching across the age and ability range • Ability to motivate, enthuse, engage and influence The Harefield School staff, parents, pupils and the community to deliver the vision and collectively raise standards (I) • Experience and understanding of how to raise standards of learning and teaching, and secure high standards of behaviour (I) • Evidence of successfully leading initiatives and evaluating impact on pupils' outcomes (A/I) • Effectively use data to inform decision making (I) • Experience of Department self-evaluation (A/I) 	<ul style="list-style-type: none"> • Knowledge and understanding of recent government initiatives in relation to education and potential impact on schools (I)
Experience Other	<ul style="list-style-type: none"> • Thorough understanding of Child Protection and Safeguarding issues (A/I) 	<ul style="list-style-type: none"> • Experience of school self-evaluation (A/I) • Thorough understanding of the current inspection framework (A/I)
Communication and Interpersonal skills	<ul style="list-style-type: none"> • Ability to raise the aspirations of students and parents (I) • Excellent written, verbal and presentation skills (A/I) 	<ul style="list-style-type: none"> • Experience of inspiring, motivating, developing and managing staff (A/I)

Personal Qualities	<ul style="list-style-type: none"> ● Commitment to young people and ensuring the school facilitates the highest possible outcomes (A/I) ● The ability and understanding to challenge, inspire and to listen ● The ability to analyse information from a wide variety of sources and provide clear explanations of the results (A/I) ● The ability to set appropriate and challenging targets to improve performance and to ensure progress is consistently monitored (A/I) ● The ability to demonstrate sound organisation skills, to be able to work under pressure and to meet demanding deadlines (A/I) ● To demonstrate adaptability and resilience ● Able to command respect 	<ul style="list-style-type: none"> ● Interests outside work (A)
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