Lady Manners School

Roles and Responsibilities

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| **MEMBER OF STAFF:** |  |
| **POSITION:** | Curriculum Leader for Biology |
| **RESPONSIBLE TO:** | Director of Learning |
| **RESPONSIBLE FOR:** | All staff working within the curriculum area |
| **GRADE:** | TLR 2b |

**PURPOSE OF THE ROLE**

To ensure high quality curriculum provision and effective teaching and learning within the curriculum area to allow all students to fulfil their potential so that achievement is maximised.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

**Leading Teaching and Learning in the Curriculum Area**

1. Take a lead role in ensuring appropriate, challenging and differentiated programmes of study and schemes of work that meet the needs of all students are in place for all teaching groups and courses within the curriculum area
2. Support the Director of Learning to secure and sustain effective learning through structured monitoring and evaluation of all aspects of teaching and learning through lesson observations, feedback to teaching staff, work sampling and student voice
3. Ensure consistent delivery in the curriculum and course by all members of the curriculum team
4. Ensure effective development of students’ literacy, maths and ICT skills within the curriculum area
5. Co-operate in the development and implementation of relevant cross-curricular initiatives including planning, developing and implementing integrated and combined courses/activities
6. Ensure quality first teaching across the curriculum areas, including the appropriate use of Information and Communications Technology
7. Encourage and facilitate extra-curricular activities and experiences relevant to the work of the curriculum area
8. Keep up to date and work with the Director of Learning to implement new initiatives in teaching and learning
9. Collaborate with other faculty curriculum leaders and contribute to faculty meetings in order to share best practice

**Leading Staff within the Curriculum Area**

1. Involve staff in the life of the curriculum area, its work and encourage a team approach to planning, development, evaluation and problem-solving
2. Support the professional development of curriculum area staff through the school’s appraisal procedures, giving advice and guidance, subject specific CPD, balanced teaching experiences and delegation
3. Liaise with the school's induction tutor to ensure that Early Career Teachers and Student Teachers are given appropriate support in the curriculum area within the framework of school policy
4. Lead regular curriculum area meetings to contribute to faculty and whole school initatives and to support the running of the curriculum area

**Leading Students within the Curriculum Area**

1. Ensure the school policy for the assessment, recording and reporting of student progress and attainment is followed in the curriculum area
2. Lead in the development and implementation of assessments to track progress and inform teaching and learning
3. Use progress data to inform curriculum planning
4. Ensure that students are placed in appropriate teaching groups according to their need and school policy
5. Incorporate the whole school classroom expectations for students into curriculum area procedures, supporting staff in its implementation
6. Work in collaboration with the SENDCO, Learning Support staff and Pastoral leaders to ensure that Individual Education Plans, Education Healthcare Plans and Pastoral Support Plans are implemented within the curriculum area
7. Ensure relevant and appropriate work is set for students who are absent long-term or excluded

**Effective Deployment of Staff and Resources within the Curriculum Area**

1. Ensure that appropriate use of resources for effective, efficient and safe teaching and learning within the curriculum area
2. Deploy accommodation to effectively meet the teaching and learning needs of the curriculum area
3. Ensure a safe working and learning environment through adherence to the school’s Health and Safety Policy and procedures and the development and implementation of appropriate risk assessments
4. Work with the Director of Learning to implement an effective curriculum area staffing structure for the delegation of responsibilities
5. Ensure effective deployment of staff
6. Be responsible for the formulation, implementation and control of the curriculum area budget to ensure value for money
7. Ensure that resources (e.g. books and equipment) held in the curriculum area are maintained
8. Liaise with the Learning Resources Centre Manager to ensure appropriate reference resources in the Library and that this resource contributes effectively to learning for the curriculum area
9. Lead and delegate effectively to ensure the continuity of learning in the absence of teaching staff, including the organisation of cover work

**Contribution to School Life**

1. Attend Faculty meetings, presenting items for discussion and contributing to discussion and decisions.
2. Provide information for inclusion in the school prospectus, assist students making options decisions and arrange curriculum information sessions for school open evenings.
3. Liaise with the Examinations Officer on all matters relating to public examinations and submit approved estimates and entries for external examinations.
4. Develop effective liaison with parents/carers, including dealing with subject-specific parental concerns.

**Responsibilities Specific to this Curriculum Area**

1. Work with any TLR holders appointed to support the curriculum area within the faculty
2. Develop and support suitable intervention for vulnerable groups and underperforming students
3. Be contactable at the time of external examination results to advise students and SLT on matters relating to student performance and progress
4. In conjunction with the Director of Learning, produce and implement a curriculum area development plan that will support the progress of the faculty and whole school development plans and drive improvement within the subject
5. Contribute to the leadership of whole school meetings and CPD when relevant

**GENERIC DUTIES AND RESPONSIBILITIES**

1. Carry out the duties and responsibilities of a Teacher, as detailed in the Roles and Responsibilities for Teachers document and Teachers’ Standards
2. Take an active role in the school’s pastoral care of students and fulfil the role of form tutor
3. Undertake training and development activities relevant to the position
4. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures
5. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy
6. Support the aims and ethos of the school
7. Maintain confidentiality and observe data protection and associated guidelines
8. Maintain an awareness of Safeguarding Children, Safer Working Practice and other initiatives related to staff and student safety and well-being
9. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post

**KEY INDICATORS OF PERFORMANCE**

* The curriculum area is effective, outward looking and well-led
* Schemes of learning are innovative, inclusive, promote aspiration and respond to the needs of all students
* Quality first teaching is evident across the curriculum area
* Assessment informs teaching and learning and provides students with clear knowledge of how to progress
* Student achievement at each Key Stage is high
* Student engagement in learning is high

Signature (Member of Staff):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Signature (Headteacher):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_