Curriculum Area Leader

Job Description

Key responsibilities

* Be responsible and accountable for the day-to-day management and organisation of your curriculum area
* Be an excellent classroom practitioner, achieving the national ‘teachers’ standards’.
* Have an impact on educational progress beyond your assigned students
* Line manage and appraise identified staff
* Assist in the smooth running of the school at all times, including being responsible with other post holders for the school in the absence of the senior leadership team

Leadership and management

* Support and implement the school’s vision and ethos
* Contribute to, implement and evaluate the success of the School Development Plan relevant to your area
* Ensure policies are translated into practice by your team and bring to the attention of the senior leadership team any which may need revisions or amendments
* Together with the senior leadership team, lead on the school self-evaluation process for your curriculum area, including lesson observations, monitoring of school standards and bringing about improvement
* As appropriate, contribute to the writing of self-evaluation and policy documents
* Promote cross curricular approaches to teaching and learning
* Be an effective role model for your team in terms of teaching, behaviour and classroom management

Teaching and learning responsibility

* Have overall responsibility and accountability for your curriculum area ensuring curriculum continuity, consistency, balance and progression
* Lead regular meetings relevant to your curriculum area with appropriate colleagues
* Develop, demonstrate and promote effective teaching and learning activities for the full age and ability range

Monitoring and assessment

* Together with the senior leadership team, contribute to, monitor and review the impact of teaching and student progress through the analysis of data, ensuring the use of information for planning and target-setting across your area
* Monitor standards, including recorded work as relevant to your curriculum area across the school, and reviewing long- and medium-term planning

Manage resources

* Be responsible for the organisation, planning and evaluation of school programmes in your area
* Manage, monitor and accurately account for any budget
* for your area
* Evaluate, organise and monitor the use of resources

Staff development

* Act as a reviewer for the appraisal of all identified staff
* Take a lead role in identifying training needs and provide support for colleagues within your area of responsibility, promoting a whole-school approach
* Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
* Ensure your team keep up to date with developments and disseminate information as appropriate

Curriculum Area Leader

Person Specification

Essential.

* Qualified Teacher Status
* Degree in area of subject responsibility
* A track record of achievement as an excellent classroom teacher, achieving the ‘teachers’ standards’
* Evidence of being responsible for initiatives/developments
* Evidence of taking responsibility for own professional development
* Evidence of outstanding teaching skills – having an impact on students’ learning, raising achievement and adding value.
* Knowledge of current developments in teaching and learning
* Evidence of working with other professionals as part of a team

Able to:

* Identify and develop inspirational learning experiences
* Make informed use of assessment to differentiate learning
* Use ICT effectively to support and enhance learning
* Lead, develop and enhance the department team
* Use information and data to raise achievement
* Identify and implement effective strategies for intervention
* Communicate and present to a range of audiences

Desirable

* Evidence of recent and relevant continuing professional development and study and Training
* Experience of teaching a second subject
* Experience of leading other teachers in an initiative
* Experience of management and/or appraisal of staff
* Experience of personal involvement in extra-curricular activities
* Ability to anticipate problems and identify opportunities
* Ability to manage resources available to the department including funding and human resources
* A willingness and ability to set and rise to challenges
* An understanding of cooperative values and principles
* An understanding of Human Scale Education, its principles and ethos