****

**ROLES AND RESPONSIBILITIES**

|  |  |
| --- | --- |
| **MEMBER OF STAFF:** |  |
| **POSITION:** | Curriculum Leader for ICT and Computer Studies |
| **RESPONSIBLE TO:** | Deputy Headteacher or Assistant Headteacher with responsibility for the curriculum area |
| **RESPONSIBLE FOR:** | All staff working within the curriculum area |
| **GRADE:** | TLR 1a |

**OVERALL RESPONSIBILITY:**

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

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

**Strategic Direction and Development of the Curriculum Area**

1. Establish and maintain policies and practices which promote high achievement through effective teaching and learning.
2. Create an environment where students and staff develop and maintain positive attitudes towards teaching and learning.
3. Be accountable for the learning and achievement of all students following programmes of study within the curriculum area.
4. Use data effectively to monitor and evaluate student progress; planning and implementing effective intervention to maximise achievement.
5. Analyse national, local and school data, research and inspection findings to inform curriculum area policies and practices, expectations and teaching methodologies and to report regularly to the line manager on progress and plans.
6. Contribute to the School Improvement Plan and establish an effective curriculum improvement planning cycle to complement and support the school’s strategic priorities.
7. Keep up to date with curriculum changes and demands.

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

1. Ensure 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. 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 that the appropriate use of teaching and learning objectives are understood by all members of the curriculum team.
4. Ensure effective development of students’ literacy and maths skills, in addition to their 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. Encourage the appropriate use of Information and Communications Technology to enhance teaching and learning.
7. Encourage and facilitate extra-curricular activities and experiences relevant to the work of the curriculum area.
8. Keep up to date with new initiatives in teaching and learning.

**Leading Staff within the Curriculum Area**

1. Oversee the work of the other TLR holder in the department including close monitoring and evaluation to ensure continual improvement.
2. Involve staff in the life of the curriculum area, its work and its decisions and encourage a team approach to defining policy, discussion of issues, planning, development, evaluation and problem-solving.
3. Support the professional development of department staff through the school’s appraisal procedures, giving advice and guidance, in-service training, balanced teaching experiences and delegation (through mutual agreement if unpaid).
4. Support staff whose performance or attendance falls short of the expectations of the school using the school's Staff Disciplinary, Staff Competence or Staff Absence Policy if appropriate.
5. Liaise with the school's mentor to ensure that Newly Qualified Teachers and Student Teachers are given appropriate support in the curriculum area within the framework of school policy.
6. Advise the line manager and Headteacher on the appointment of staff, including assisting with short-listing, assessment tasks, meeting candidates on interview and, as required, sitting on interview panels.
7. Organise regular curriculum area meetings to:

* disseminate information
* bring to colleagues matters for 'consultation and discussion'
* consider policies, documents and reports
* discuss/develop programmes of study and schemes of work
* exchange ideas and experiences
* plan in-service training activities
* analyse student data and plan interventions
* give opportunity to raise issues and matters of concern
* evaluate the work of the curriculum area.

**Leading Students within the Curriculum Area**

1. Maintain a policy and associated procedures for the assessment, recording and reporting of student progress and attainment ensuring statutory and school requirements are met.
2. Ensure that students are placed in appropriate teaching groups according to their need and department policy and to ensure that appropriate targets are set and monitored for the performance of those groups.
3. Incorporate the whole school classroom expectations for students into department procedures, supporting staff in its implementation and ensure a clear referral procedure for behaviour management within the curriculum area including when to refer on further.
4. Work in collaboration with the SENDCO, SEND staff and Pastoral/Progress leaders to ensure that Individual Education Plans, Education Healthcare Plans and Pastoral Support Plans are implemented within the curriculum area.
5. 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 senior staff to implement an effective curriculum area staffing structure for the delegation of responsibilities.
5. Ensure effective deployment of staff.
6. Liaise with the SENDCO to ensure the effective use and deployment of Teaching Assistants.
7. Be responsible for the formulation, implementation and control of the curriculum area budget to ensure value for money. In particular to:

* advise the line manager concerning annual funding needs
* estimate and advise on development costs
* monitor spending against sums available
* seek competitive prices for goods and services
* be familiar with and apply the Financial Management regulations

1. Ensure that resources (e.g. books and equipment) held in the curriculum area are maintained and that appropriate systems are in place to ensure effective stock control and security of resources, delegating administrative tasks to the appropriate staff.
2. Liaise with the Learning Resources Centre Manager to ensure appropriate reference resources in the Library, and to ensure that this resource contributes effectively to learning for the curriculum area.
3. Ensure continuity of learning in the absence of teaching staff.

**Contribution to School Life**

1. Attend Curriculum Leaders meetings, presenting items for discussion and contributing to discussion and decisions.
2. Create links with the local and wider communities in order to raise awareness, create opportunities, and enhance student experiences.
3. Check arrangements for all out of school department activities including aims, heath and safety matters, completion of forms, letters of information, notification and finance.
4. Promote liaison with other local schools in order to develop and maintain two-way awareness of relevant work and ensure continuity of experience.
5. Provide information for inclusion in the school prospectus, assist students making options decisions and arrange curriculum information sessions for school open evenings.
6. Inform the Governors through occasional discussion meetings and visits.
7. Liaise with the Examinations Officer on all matters relating to public examinations and submit approved estimates and entries for external examinations.
8. Develop effective liaison with parents/carers, including dealing with subject-specific parental concerns.

**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 where appropriate.
8. Maintain an awareness of Safeguarding Children, Safer Working Practice and Every Child Matters initiatives.
9. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

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

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