

Job title: Curriculum Leader – Science
Grade: TLR1 point B

This post carries the following responsibilities in addition to the generic duties assigned to all teaching posts.

<p>Purpose:</p>	<ul style="list-style-type: none"> ● To develop a vision for the curriculum area that supports the vision of the school. ● To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress. ● To be accountable for student progress and development within the subject area. ● To develop and enhance the teaching practice of others. ● To ensure the provision of an appropriately broad, balanced, relevant, sequenced and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curriculum policies determined by the Governing Body and Headteacher of the school. ● To be accountable for leading, managing and developing the curriculum area. ● To effectively manage and deploy teaching/support staff, financial and physical resources within the curriculum area to achieve the aims of the school.
<p>Reporting to:</p>	<p>SLT Link as Line Manager</p>
<p>Operational/ Strategic Planning</p>	<ul style="list-style-type: none"> ● To lead the development of appropriate syllabuses, resources, sequenced schemes of work, marking policies, assessment and teaching and learning strategies in the curriculum area. ● The day-to-day management, control and operation of course provision with the curriculum area, including effective deployment of staff and physical resources. ● To monitor student progress and ensure that appropriate action is taken. ● To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, Positive Behaviour etc. ● To work with colleagues to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School. ● To lead and manage the business planning function of the curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of students within the subject area, School and Departmental Development Plan and the aims and objectives of the School. ● To direct the teaching and learning strategy coordinator to ensure that the teaching and learning that takes place in the curriculum area fully reflects the School's distinctive ethos, mission and whole school curriculum intent. ● In conjunction with the ICT curriculum leader to develop the application of I.C.T. in the curriculum area, including the development of materials for independent Learning. ● To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the curriculum area are in-line with national requirements and are updated where necessary.

Teaching and Learning Development:	<ul style="list-style-type: none"> ● To lead development for the curriculum area supporting whole school philosophy. ● To keep up to date with national developments in the subject area and teaching practice and methodology. ● To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. ● To liaise with SLT link to maintain accreditation with the relevant examination and validating bodies. ● To be responsible for the development of Key Skills in the curriculum area.
Staff Development, Recruitment and Deployment	<ul style="list-style-type: none"> ● To work with the SLT link to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. ● To be responsible for the efficient and effective deployment of the Curriculum area's technicians and support staff. ● To undertake Appraisal Review(s) and to act as reviewer for a group of staff. ● To make appropriate arrangements for classes when staff are absent, and liaising with the cover staff. ● To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. ● To promote teamwork and to motivate staff to ensure effective working relations. ● To participate in the school's ITT programme. ● To be responsible for the day-to-day management of staff within the designated curriculum area and act as a positive role model.
Quality Assurance:	<ul style="list-style-type: none"> ● To ensure the effective operation of quality control systems. ● To assist in the process of the setting of targets within the curriculum area and to work towards their achievement. ● To establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning styles in all subject areas within the curriculum area. ● To contribute to the School procedures for learning walks, work scrutiny, pupil voice and general QA of learning. ● To monitor and evaluate the curriculum area in line with agreed School self evaluation procedures including evaluation against quality standards and performance criteria. ● To seek/implement modification and improvement where required.
Management Information:	<ul style="list-style-type: none"> ● To ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the management information system. ● To make use of analysis and evaluate performance data provided. ● To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. ● To produce reports within the quality assurance cycle (exam analysis, development plan, department review etc.) for the curriculum area. ● To provide the Governing Body with relevant information relating to the Curriculum area performance and development as required.
Communications:	<ul style="list-style-type: none"> ● To ensure that all members of the curriculum area are familiar with its aims and objectives and departmental curriculum intent.

	<ul style="list-style-type: none"> ● To ensure effective communication/consultation as appropriate with the parents of students. ● To liaise with partner schools, Further Education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. ● To represent the Curriculum area's views and interests.
Marketing and Liaison:	<ul style="list-style-type: none"> ● To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and social media ● To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events. ● To actively promote the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> ● To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the curriculum area budget, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records, employing best value practices. ● To work with the Deputy Head in order to ensure that the Curriculum area's teaching commitments are effectively and efficiently timetabled and roomed within the constraints of the whole school curriculum.
Pastoral System:	<ul style="list-style-type: none"> ● To monitor and support the overall progress and development of students within the curriculum area. ● To monitor student attendance in the curriculum area together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. ● To ensure the Positive Behaviour policy is implemented in the curriculum area so that effective learning can take place.
Other specific Duties:	<ul style="list-style-type: none"> ● To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example ● To actively promote the school's corporate policies. ● To continue personal development as agreed. ● To comply with the school's Health and safety policy and undertake risk assessments as appropriate. ● To engage actively in the Schools' Appraisal review. ● To be courteous to colleagues and provide a welcoming environment to visitors, parents and the wider community in all dealings and communication.

Notes

- 1) Whilst the list provides a framework to inform applicants of the broad nature of this role, it is not meant to be exhaustive. All roles may be reviewed and the precise nature of the job description may change.
- 2) Responsibilities are subject to general duties and responsibilities contained in the statement of the School Teacher's Pay and Conditions document 2024.
- 3) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed as definitive. In allocating time to the performance of duties and responsibilities the post-holder must use School's Directed Time statement published annually.