

## JOB DESCRIPTION

**Job Title:** Curriculum Leader  
**Responsible to:** SLT Line Manager/Director

### Job Purpose:

To be responsible for curriculum development and delivery in a specified area and to lead the development of excellent teaching, learning and assessment in line with agreed academy standards

### Principal Duties:

To perform all duties identified in the job description for teachers and in addition:

#### Leadership and management

- To lead an identified learning team and drive improvements through the development of the learning team development plan and identification and management of appropriate learning resources and budgets.
- To report to the identified SLT link/Director on aspects of progress and development.
- To contribute to improvements in academy attendance through monitoring attendance for the curriculum areas and implementing improvement strategies.
- To act as an excellent role model for all staff.
- To line manage academy co-ordinators, subject leaders and teachers in identified learning teams.
- To contribute to the development of the Academy Development Plan and Self Evaluation.
- To provide continuous guidance and support to a team of subject teachers and leaders where appropriate.
- Lead the development of excellent teaching learning and assessment for the curriculum area.
- To explore innovative curriculum delivery through a range of strategies and using the learning spaces and resources creatively.
- Contribute to professional development opportunities through coaching and mentoring to develop excellent practice in learning and teaching.

#### Teaching learning and assessment

- To be responsible for monitoring and improving the quality of teaching, learning and assessment by conducting learning reviews and work scrutiny in accordance with agreed standards.
- To develop high quality schemes of learning and monitor their implementation.
- To review and advise SLT on the most appropriate external examination courses for the specialist subject.
- To raise student achievement and attainment in the specified subject area across the Academy as evidenced by external examinations and internal assessments and through the provision of appropriate advice to staff at all levels.
- To prepare and use performance and contextual data to set appropriate targets, track individual students and inform teaching and learning performance.
- Provide quality assurance of the specified subject teaching throughout the Academy through rigorous monitoring and self evaluation.
- To ensure reports and assessments for the subject area are high quality and accurate.
- To conduct quality assurance in relation to GCSE coursework and/or BTEC assignments through internal verification and moderation and liaise with awarding bodies as appropriate.

### **Student progress and achievement**

- To identify students at risk of underachieving in the specified subject and work with the SLT link, Behaviour for Learning Leader and Director of Student Inclusion & Support (SEND) to advise and lead on appropriate intervention strategies in order to raise attainment.
- To develop and employ strategies to reduce student disaffection and increase inclusion and positive behaviour.

### **Contribution to academy priorities and policies**

- Engage with strategies promoting the Academy with the local community and local primary schools, making MHA the academy of choice in the locality.
- Supporting the extended academy programme on and off site.
- Advise SLT/Director on the development and delivery of effective staff professional development material.
- To work with the academy co-ordinators for literacy, numeracy and e learning to implement the strategies and secure improvements.
- To contribute to the creation of a calm learning environment and positive climate for learning.
- Ensuring SMSC and British Values are incorporated into own classroom practise.

### **General duties and responsibilities**

- To carry out other duties as may be reasonably requested.
- To safeguard the welfare of children.
- To report risk to a member of ELT.
- To keep the Assistant Principals fully informed of all matters that they are involved in and initiatives they undertake.
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.
- To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
- To actively promote the achievement of a smoke free Academy.
- To actively support Academy Initiatives.