


Name		<h1>Alec Reed Academy</h1> <h2>Job Description</h2>
Post No.		
Date drafted	April 2013	
Date reviewed	April 2021	
		<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at ARA.</p> <p>It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.</p> <p>Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>
<h3>MANAGEMENT DETAILS</h3>		
Job Title	Curriculum Leader – Modern Foreign Languages	
Location/work base	Curriculum subject area, Secondary and Primary Phases	
Grade	TLR2c	
Reporting to:	The Board of Trustees through the Principal	
Line Manager	Assistant Principal – Teaching and Learning	
Posts directly supervised:	Staff in the subject team (French and Spanish)	
Staff or contractors indirectly supervised	Staff in the Primary Phase (teaching French and Spanish)	
<h3>THE MAIN PURPOSE OF THE JOB</h3>		
<p><b>Purpose:</b></p> <p>To be responsible to your line manager for establishing syllabuses, courses and teaching styles and methods, for standards of students achievement and staff performance, oversight of staff and the development and maintenance of resources within the subject area across the Academy.</p> <p>This role is also responsible for leading and developing international education and partnership links for the MFL department with the English as an Additional Language (EAL) Department.</p> <p><b>Targets:</b></p> <p>To be agreed upon appointment and updated as part of annual cycle of Appraisal.</p>		

## **Key Areas of Responsibility:**

### **1. Curriculum**

1.1 The Curriculum Leader is responsible for the outcomes in their subject.

1.2 The Curriculum Leader is responsible for producing schemes of learning and assessment which complies with:

- i) National requirements.
- ii) The published aims and objectives of Alec Reed Academy having particular regard to its obligations as an Academy.
- iii) The Academy's overall policies or methodologies and assessment systems as defined by the Principal and Chief Executive.

1.3 The Curriculum Leader is responsible for securing and monitoring the implementation of schemes of work by subject staff and trainee teachers on teaching practice.

1.4 The Curriculum Leader is responsible for the management and organisation of coursework, internal examinations, moderation and teacher assessment.

1.5 As the leading professional the Curriculum Leader is expected to be familiar with local and national developments and to advise the Leadership Team as required.

### **2. Staffing**

The Curriculum Leader is required to:

2.1 Contribute to the performance management process both in terms of his/her own performance and also the performance of staff for whom they are responsible.

2.2 Negotiate targets as well as supervise and support the work of subject staff and trainee teachers on teaching practice.

2.3 Carry out and secure the carrying out by subject staff of Academy Policy and procedures as defined by the responsible Leadership Team member and the Principal.

2.4 Assist in the appointment of staff as requested and their deployment in the timetable in consultation with the Principal and members of the Leadership Team.

2.5 Support the professional development of staff by identifying Professional Development needs and, in conjunction with their line manager, ensure its provision.

### **3. Students**

3.1 The Curriculum Leader is responsible for the good conduct of students within the subject and providing support to staff where necessary. Where required, liaison should occur with the appropriate pastoral team.

3.2 The Curriculum Leader should be available to advise students and their parents on all matters concerning their studies, examination and progression.

### **4. Management**

The Curriculum Leader is expected to:

4.1 Hold regular meetings with the staff they manage and provide feedback on issues discussed with their line manager.

4.2 Advise their line manager in the allocation of responsibilities amongst their subject staff.

4.3 Be responsible to their line manager for: the condition of the subject teaching rooms, resources and materials; maintaining and developing stocks of teaching materials; encouraging the creation of stimulating displays; maintaining records in accordance with Academy policy and supplying reports and information as necessary; producing an annual results report and analysis to the Principal in the Autumn term; producing an annual improvement plan as part of the Academy Integrated Improvement Planning process, as well as evaluating existing improvement plans; ensuring that their allocated budget is spent in accordance with the Improvement Plan and that that value for money is sought;

ensuring that all subject staff are involved in the Improvement Planning process.

#### 5. General

The Curriculum Leader is required to:

5.1 Encourage and support the provision of enrichment activities, including the Academy specialism of Enterprise.

5.2 Promote the ethos of the Academy.

5.3 Be co-tutor to a form group.

5.4 Undertake such duties as the Principal may determine as reasonably falling within the role of Curriculum Leader.

5.5 Undertake a whole Academy responsibility and consequently whole Academy duties as may be reasonably determined by the Principal.

**The detail determined here refers to the particular responsibilities of a Curriculum Leader. In addition each Curriculum Leader is required to carry out their duties of a Teacher as set out in the Conditions of Employment as adopted by the Academy and as outlined in the Teacher Job Description.**