

<b>Post Title</b>	Curriculum Lead – Design & Technology
<b>Post Ref No.</b>	TEACHCLD&T
<b>Responsible To</b>	Headteacher
<b>Grade</b>	MPS/UPS + TLR2c
<b>Place of Work</b>	Workington Academy

<b>Purpose</b>	<p>The role of the Curriculum Leader is crucial in developing the ethos of achievement within the Curriculum Area, in harmony with the aims and ethos of the whole school. Curriculum Leaders are key to the success and development of the school, and the raising of student achievement.</p> <p>Curriculum Leaders must ensure that targets for improvement in the Curriculum Area are set and met, through positive approaches to curriculum development, the planning and preparation of schemes of work, the monitoring of learning and teaching across the Curriculum Area and the support and development of staff.</p> <p>Curriculum Leaders form a vital part of the middle leadership team. Curriculum Leaders need to have a good knowledge of educational issues and are expected to keep up to date with, lead on and work in conjunction with the Faculty Leader on improving pedagogy and practice where it is relevant to the Curriculum Area</p>
<b>Key Responsibilities</b>	<p>Under the overall direction of the Director of Maths in:</p> <ul style="list-style-type: none"> <li>Standards of Student Performance – To be accountable for the teaching of your subject/s to all year groups ensuring delivery meets the academic and social needs of students.</li> <li>Standards of Teaching and Learning – To be accountable for the planning and delivery of accredited courses under your jurisdiction and monitor/evaluate pupil performance data in relation to the subject area</li> <li>Standards of planning and Learning – To be accountable for the production of long, medium and weekly planning together with the production of an annual curriculum area plan</li> <li>Leadership – To provide professional leadership for colleagues delivering aspects of the subject and to provide subject information, planning and monitoring information to designated curriculum leaders.</li> <li>Leadership – To administer your departmental budget in line with school agreed priorities.</li> </ul>

## Key Accountabilities

### Teaching

- To be an outstanding classroom practitioner
- Ensure high standards of teaching
- To oversee the delivery of planned, co-ordinated, high quality teaching

### Shaping the future

- Provide support to establish and implement an ambitious vision and ethos for the future of the curriculum area
- Play a role in the school improvement and school self-evaluation planning process
- Be involved in the devising, implementing and monitoring of action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with other members of the Middle Leader team, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken in to account

### School Improvement

- Formulating the aims and objectives of the curriculum area through the curriculum area plan
- Establishing the procedures through which they are to be achieved.
- Managing staff and resources to that end; and
- Monitoring progress towards their achievement
- Determine, implement and monitor systems for monitoring and improving students' attainment and progress.
- To contribute to the development and implementation of the school's behaviour management system

### Leadership

Within the Curriculum Area:

- Be accountable for attainment
- Be responsible for monitoring the effectiveness of staff
- To take responsibility for continuing professional development of self and other members of the curriculum area (where appropriate)
- To take part in the school's Appraisal process
- To drive and enable collaborative working across 'subject' boundaries so that learners use knowledge/skills and understanding in different contexts; linking learning

### Communication

- To lead and chair curriculum team meetings as required
- To attend and be an active contributor to curriculum area, middle leader, whole school and other appropriate meetings as required
- To attend and be an active contributor to curriculum area and whole school events
- To attend parents and open evenings
- To maintain regular and effective positive communication with parent/carers and stakeholders

<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Promote the safety and well-being of pupils and staff.</li> <li>• Ensure good order and discipline amongst pupils and staff.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Be aware of and support difference and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the Trust.</li> <li>• Attend and participate in regular meetings/briefings.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Maintain utmost confidentiality and respect of student and staff records at all times.</li> <li>• Comply with Data Protection &amp; GDPR policies.</li> <li>• Other duties to support the Academy as required by the Headteacher within scope of this post</li> <li>• Other duties commensurate with the post to ensure the smooth operation of the responsibilities of the curriculum team and wider Academy as appropriate.</li> </ul>

## Professional Duties

The duties required of all teachers under Pay and Conditions of Service Legislation are a necessary part of this description. This description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder.

The professional duties of a teacher are listed in the School Teachers' Pay and Conditions Document under the following headings:-

### Teaching

- planning and preparing courses and lessons
- setting and marking of work
- assessment, recording and reporting

### Other activities

- promoting the progress and wellbeing of individuals and classes
- providing guidance on educational and social matters
- making records and reports on the personal and social needs of students
- communicating and consulting with parents of students
- communicating with persons or bodies outside the school
- participating in meetings arranged for any of the purposes above

### Assessments and reports

- providing or contributing to oral and written assessments, reports and references for students

### Performance management

- participating in statutory arrangements for appraisal

### Review, further training and development

- reviewing from time to time methods of teaching and programmes of work
- participating in arrangements for training and professional development

### Educational methods

- advising and co-operating on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements

### Discipline, health and safety

- maintaining good order and discipline among students and safeguarding their health and safety

### Staff meetings

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

### Cover

- teaching any students whose teacher is not available to teach them

### Public examinations

- participating in all arrangements for public examinations

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>The successful candidate should be qualified to degree level in Design Technology The successful candidate should have a relevant teaching qualification (PGCE, Cert Ed, BEd).</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate qualification (MA etc.)</li> </ul>
<b>Experience/Skills</b>	<ul style="list-style-type: none"> <li>The ability to teach the full age and ability range is required.</li> <li>A thorough knowledge of and enthusiasm for the subject of Design Technology is required.</li> <li>A commitment to the provision of quality and equality of opportunity in the teaching of Design Technology is required.</li> <li>Excellent written and oral communication skills in a variety of contexts (students, parents, colleagues etc.) are sought.</li> <li>The successful candidate will be required to work effectively in a closely-knit team.</li> <li>Commitment to continuous review and curriculum development is sought.</li> <li>Candidates should have a forward-looking approach to teaching and have drive, initiative and the ability to respond quickly to further developments in education within school.</li> <li>Committed to the safeguarding of children and young people</li> <li>To be able to work collaboratively with SLT in leading and to work effectively in a close knit team.</li> </ul>	<ul style="list-style-type: none"> <li>Competence and experience in the use of ICT in the teaching of Design Technology is desirable.</li> <li>Experience of or a willingness to make a significant contribution to extra-curricular activities is highly desirable</li> <li>An understanding of the changing school environment and national issues will be an advantage.</li> </ul>

<p><b>ADDITIONAL INFORMATION</b></p>	<p>It is the practice of the Trust periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.</p> <p>All external appointments are subject to the Trust's Standard Probationary period</p>
<p><b>SAFEGUARDING</b></p>	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>The teacher must ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>

## Our Academies:



<https://www.cumbriaeducationtrust.org/>