



Curriculum Leader for ICT Applicant Information Pack

April 2025

Headteacher's welcome

Thank you for your interest in working at Q3 Academy Great Barr.

Whether you are beginning your teaching journey or looking for the next post in your career, we all know being a teacher is a demanding job that requires passion and energy. If you have a genuine interest in helping young people learn and develop, then our students will pay you back in spades. The passage below, from our website, sets out our philosophy and the following pages will give you some flavour of how we go about our work. Please feel free to contact us for an informal chat or visit. I look forward to meeting you.

Mr Chris Bury, Headteacher

Our educational philosophy is simple. First and foremost, we want every child to feel happy and excited about coming to the Academy. Only when each child feels secure and comfortable can we challenge them to grow and learn together. We want our students to return home telling their families of the memorable exciting learning experiences they have enjoyed. Experiences that make it easier to recall the detail necessary for exam success and experiences that develop their character as much as their academic potential.

Our passion is helping young people to flourish and become confident capable adults ready for the world ahead.

This passion creates a genuine warmth that supports every member of our community. Our traditional family values and Trust ethos, 'Life to the full in pursuit of what is good, right, and true' helps to keep the academic and well-being of every child sharply in focus and drives our ambition for continual improvement.

Only if our staff can say that what we provide is good enough for their own children is it good enough for yours and I'm proud to say this commitment to care, coupled with high academic ambition is helping all our young people to succeed.



About our Academy



As a mixed comprehensive academy with a dynamic Sixth Form, Q3 Academy Great Barr serves a vibrant and culturally diverse community of nearly 1,200 wonderful students.

Our gorgeous new buildings are surrounded by open, picturesque fields and woodlands, and the Academy offers a stimulating setting for teaching and learning. Our facilities are designed to inspire, with state-of-the-art classrooms and resources that support a rigorous, knowledge-rich curriculum. This curriculum is carefully crafted to challenge students, develop critical thinkers, and prepare them for successful futures.

Professional growth is embedded in our culture, and Q3 Academy Great Barr presents unparalleled opportunities for students and staff. If you are an educator passionate about shaping the future generation, you will be joining a community where education is valued, diversity is celebrated, and personal development is prioritised. This is a place where your talents will be valued, and your career can flourish.

We are proud to be part of The Mercian Trust, which provides us with access to wider resources, professional development, and a network of educators focused on pioneering teaching and learning methods, including digital transformation. Join us for an opportunity to be at the forefront of a transformative educational approach that champions collaboration, innovation, and excellence in teaching and learning.



Why work here?

- ✓ Join an incredible team of friendly and supportive staff
- ✓ Work with our amazing students in a positive learning environment supported by a centralised behaviour system
- ✓ Manageable marking
- ✓ Supportive feedback culture with no high-stakes observations
- ✓ Rich culture of professional learning, with a high-quality CPD programme
- ✓ Fully resourced curriculum
- ✓ Three-week Christmas break and three 'buy back' days of extra summer holiday as thanks for contributing to the wider life of the Academy
- ✓ Visible and supportive SLT
- ✓ Modern laptops for staff and visualisers in every classroom
- ✓ Connect and unwind with regular social activities
- ✓ Access to Simply Health benefits, supporting your optical and dental care needs and including a free annual flu vaccination
- ✓ Free car parking on site
- ✓ Enjoy exclusive discounts and benefits through Edenred, including a cycle to work and discounted electric car scheme



Staff testimonials



“Q3 Academy Great Barr is a great place to work because students appreciate you as a teacher. Often students will thank you for your lesson and I love working with them as a team. It is not just a workplace but a hub of professionals who are always happy to support and encourage others. I feel part of a family rather than one of many.”

– *Teacher of Science (2024)*

“Lots of places promote the idea of students and staff being at the very heart in all that they do. Well, come see a place that actually does that. Visit us and see the smiles, you won’t want to leave!”

– *Teacher of French (2024)*

“I am grateful for the amazing opportunity to work as a teacher at Q3 Academy Great Barr. What sets us apart is the unwavering support from all staff members, from teachers to administrators. Everyone is approachable and always willing to help, making me feel valued and appreciated. Every day is a joy to come to work.”

– *Teacher of Geography (2024)*

Job Description

Title:	Curriculum Leader
Reports to:	Assistant Headteacher
Grade:	Main Scale/UPS

Job Purpose

To lead and manage an academic department, ensuring the delivery of high-quality teaching and learning, effective curriculum and assessment planning, robust administration practices, and outstanding student outcomes. This role contributes to the academic excellence and overall operation of the Academy.

Curriculum Development

- ✓ Take overall responsibility for developing an ambitious, engaging, and knowledge-rich curriculum for all subjects and key stages in the department.
- ✓ Ensure that all Schemes for Learning meet the relevant requirements of the National Curriculum, examination boards, other statutory guidance, and Academy-wide expectations.
- ✓ Design the curriculum so that it is inclusive and meets the diverse needs of all students.
- ✓ Be intentional about the selection and sequencing of learning outcomes and be prepared to clearly communicate the rationale for every element of curriculum design.
- ✓ Create and regularly review curriculum documents including Schemes for Learning, assessments, and shared lesson resources.
- ✓ Ensure the effective integration of educational technology within the curriculum to enhance teaching and learning experiences.
- ✓ Actively engage in curriculum development activities such as meetings with senior leaders, delegated improvement tasks, and internal and external reviews.
- ✓ Keep informed about relevant subject-specific research and literature, for example by reading books and articles or attending conferences and other CPD activities.

Teaching and Learning

- ✓ Take overall responsibility for developing a high standard of teaching and learning among all teachers in the department.
- ✓ Lead by example, modelling the highest standards of planning, teaching, marking, and organisation in your own practice.
- ✓ Quality-assure teaching through lesson visits, work scrutiny, and student voice, meeting Academy-wide expectations around the frequency and recording of these activities.
- ✓ Coach colleagues to develop their practice, including overseeing the induction and mentoring of new staff members within the department.

- ✓ Ensure impeccable standards of behaviour and engagement across the department, supporting colleagues to address behaviour issues where needed.
- ✓ Support the team to take part in internal and external CPD opportunities that are tailored to their specific needs and interests.

Assessment and Student Achievement

- ✓ Be responsible for adding value to every learner, benchmarked against national criteria and data, so that our students achieve outstanding outcomes in all courses across the department.
- ✓ Design department-wide assessments that effectively test students' understanding of key knowledge and skills from the curriculum.
- ✓ Ensure that all teachers conduct these assessments at the agreed points in each unit of work.
- ✓ Set 'agreed targets' for all Key Stage 4-5 students, which consider their current attainment as well as the requirement to achieve key performance indicators such as Progress 8.
- ✓ Quality-assure data entry at key points in the year, ensuring the validity of all data that is submitted for all classes in the department.
- ✓ After each data drop, analyse performance data and develop an action plan in response to emerging issues; take responsibility for the successful achievement of these action plans.
- ✓ Organise, plan, deliver, and ensure student attendance at interventions.
- ✓ Provide timely feedback about students' progress and performance when requested, for example when Pupil Premium students are discussed by our Raising Achievement Panel.
- ✓ Set up and maintain trackers for recording assessment data and NEA progress.
- ✓ In liaison with the Examinations Officer, submit correct NEA and examination entries for each qualification being administered.
- ✓ Ensure that high-quality UCAS subject references are submitted for all students applying for university.

Leadership and Management

- ✓ Contribute to our Academy's and Trust's vision by aligning yourself and colleagues with our strategic priorities and showing committed leadership towards these goals.
- ✓ Line manage staff in the department, providing support and challenge to ensure they perform to a high standard and meet all professional expectations.
- ✓ Monitor and support the wellbeing of staff and students within the department, fostering a positive and supportive environment.
- ✓ Write and regularly review an annual Department Development Plan and work to achieve all the targets of this plan.
- ✓ Engage in our Trust's approach to Professional Growth, taking an interest in each colleague's CPD needs and supporting them to develop their practice and career.
- ✓ Participate in the recruitment and selection of departmental staff.
- ✓ Plan and deliver department CPD and department meetings.

- ✓ Attend Curriculum Leaders' meetings throughout the year.
- ✓ Take part in all our Trust's Professional Learning Communities that are relevant to the department.
- ✓ In liaison with the Senior Leadership Team, contribute to the development of the timetable, staffing, and rooming for your department.
- ✓ Manage departmental resources effectively, including digital resources, equipment, and textbooks, ensuring they meet the needs of the curriculum.
- ✓ Take responsibility for the department budget, which includes all ordering of developmental and operational items and reprographics costs.
- ✓ Ensure all departmental practices comply with data protection regulations when handling student and staff data.
- ✓ Ensure that all health and safety requirements are met within the department, where applicable including risk assessments, COSHH paperwork, CLEAPSS guidelines, and audits.
- ✓ Represent the department at Academy events such as Open Evening, Sixth Form Open Evening, and the Year 9 Pathways Evening, including pre-work such as the Pathways Booklet and prospectus.
- ✓ Create a department Parking Timetable as part of our Positive Behaviour Policy.
- ✓ In liaison with Heads of Year, other affected Curriculum Leaders, and the Senior Leadership Team, suggest group or band changes for individual students where appropriate.
- ✓ Participate in internal and external reviews of your curriculum areas.
- ✓ Engage with parents and carers to communicate curriculum expectations and support student learning at home.
- ✓ Support the Senior Leadership Team and Headteacher in their vision for the Academy.
- ✓ Follow trust policies and procedures to ensure effective Line Management of the staff you are responsible for.

General Responsibilities

- ✓ Adhere to the Staff Handbook and all Academy and Trust policies.
- ✓ Comply with the Academy's safeguarding policies and procedures to ensure the wellbeing of all students.
- ✓ Participate in staff meetings, training sessions, and continuous professional development activities as required.
- ✓ Stay updated with relevant educational policies and administrative best practices.
- ✓ Adhere to all Academy policies, including those related to health and safety, confidentiality, and data protection.
- ✓ Ensure all actions contribute to a safe and efficient working environment.
- ✓ Work collaboratively with colleagues to promote a positive and inclusive Academy culture.
- ✓ Be flexible and adaptable to the changing needs of the Academy.
- ✓ Uphold and promote the ethos and values of the Academy in all interactions with colleagues, students, parents/carers, and external organisations.

- ✓ Deliver exceptional customer service to students, parents/carers, and staff in all communications.
- ✓ Contribute to the development and implementation of administrative policies and procedures to improve operational efficiency.
- ✓ Maintain a high level of professionalism and confidentiality in all interactions.
- ✓ Promote and support the Academy's commitment to equity, diversity, inclusion, and belonging in all administrative practices.
- ✓ Serve as a role model through professional conduct and demeanour.

This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are commensurate with the grade.

Person Specification

	Essential	Desirable	Assessed
Qualifications			
Qualified Teacher Status	✓		A
Good honours degree	✓		A
Grade C+/4+ in GCSE English and Maths or equivalent	✓		A
Other relevant qualifications such as the NPQML		✓	A
Experience			
At least 2 years' teaching experience with a proven record of success	✓		A, I, R
Experience in curriculum development, such as contributing to Schemes for Learning	✓		A, I, R
Experience engaging with parents/carers and external stakeholders to support student learning	✓		A, I, R
Experience teaching across Key Stages 3-5 for one or more subjects within this department		✓	A, I, R
Experience in mentoring, coaching, or supporting the professional development of colleagues		✓	A, I, R
Experience in analysing performance data and implementing action plans to improve student outcomes		✓	A, I, R
Experience of conducting lesson observations and providing constructive feedback		✓	A, I, R
Experience in managing budgets and resources effectively		✓	A, I, R
Experience in organising and delivering interventions to raise student achievement		✓	A, I, R
Knowledge and Skills			
Outstanding classroom teaching ability	✓		A, I, R
Excellent knowledge of the National Curriculum, examination specifications, and assessment requirements	✓		A, I, R
Strong understanding of curriculum design principles, including sequencing and knowledge-rich approaches	✓		A, I, R

Ability to develop and implement high-quality Schemes for Learning	✓		A, I, R
Strong leadership and management skills, with the ability to motivate and inspire others	✓		A, I, R
Excellent organisational skills, with the ability to manage multiple priorities and meet deadlines	✓		A, I, R
Effective communication skills, both written and verbal, with the ability to engage a range of audiences	✓		A, I, R
Ability to analyse and interpret data to inform planning and improve outcomes	✓		A, I, R
Up-to-date knowledge of safeguarding procedures and child protection legislation	✓		A, I, R
Competency in using ICT for administration, data analysis, and curriculum development	✓		A, I, R
Values and Attributes			
Commitment to the Academy's vision, values, and strategic priorities	✓		A, I, R
High expectations for all students, with a belief in their potential to achieve excellence	✓		I, R
Commitment to the wellbeing of all students	✓		I, R
Demonstrates professionalism, integrity, and confidentiality in all interactions	✓		I, R
Commitment to continuous professional development and reflective practice	✓		I, R
Resilience and adaptability in the face of changing demands and challenges	✓		I, R
Strong team player who works collaboratively to promote a positive and inclusive culture	✓		I, R
Passionate about the subject area and keeps abreast of current educational research and best practices	✓		I, R
Commitment to promoting equity, diversity, inclusion, and belonging in all aspects of the role	✓		I, R
Ability to serve as a role model through professional conduct	✓		I, R

A = Application Form, I = Interview, R = Reference

The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.

How to apply

To apply for this role, please submit an application form on our [recruitment portal](#).

Key dates

Deadline for applications	Sunday 27 th April
Shortlisting	Monday 28 th April
Interviews	Thursday 1 st May/Friday 2 nd May

Visiting the Academy

If you would like to arrange a visit before you apply, please contact Mr T Mahmood, Office Manager, at t.mahmood@GBR.merciantrust.org.uk

