

Job Description

Curriculum Leader

1st September 2024

Post: Curriculum Leader

Responsible to: Senior Leader

N.B. This Job Description should be read in conjunction with the Job Description for Teacher

Job Purpose

- Lead the Subject in improving their practice in order to develop students who are respectful, resilient and proud to take responsibility in our community
- Lead improvements in the standards of teaching, learning and assessment across the Subject so that students make rapid progress in their learning.
- Continually improve the Subject's curriculum so that each student is stimulated to learn and all students make rapid progress
- Ensure that the School and Subject Improvement Plans are implemented fully within the Subject
- Ensure that school policies are fully implemented and modelled across the Subject
- Demonstrate a commitment to raising standards and developing the strategies to do so.
- Inspire others to a wider contribution to the development of the school
- Provide leadership in the main areas of responsibility detailed below, including planning, monitoring, reviewing and evaluating outcomes in those areas.

Main Responsibilities

- Take overall responsibility for the progress that students make in their learning within the Subject. To know how much progress is being made by cohorts, classes and priority groups and to ensure that, where appropriate, remedial action is carried out in a timely manner, liaising with members of the subject, the SLT and the SENDCO as relevant and appropriate.
- Take overall responsibility for the quality of the curriculum in the Subject. Lead the Subject in the planning and delivery at all levels and Key Stages, ensuring that schemes of work cover the requirements of the National Curriculum and of exam syllabi and are available for all staff.
- Take overall responsibility for improving the quality of teaching, learning and assessment in the Subject so that lessons are consistently planned, resourced and taught to high standards, and that assessment is used effectively to inform students of their achievement and how to progress further, and used by teachers to inform their planning
- To monitor and evaluate provision in the subject, including the use of homework, to ensure that high standards are consistently attained, and intervene where necessary
- Personally model teaching, learning and assessment practice of a consistently good or better standard and contribute personally to the professional development of members of the Subject and of the School.
- Take responsibility for the continuous professional development of the members of the Subject so that their subject knowledge and understanding, their pedagogy and

their classroom practice facilitate excellent learning in all lessons and great progress over time.

- Organise support for, and mentoring of, members of the Subject for whom a need is identified
- Keep informed of curricular developments through participation in local, regional or national networks.
- Work with the SLT to review the effectiveness of the Subject team regularly, including analysis of examination, assessment and progress data, to help guide change, development and target-setting
- Line-manage and develop any Deputy or Assistant Curriculum Leaders, and hold regular minuted meetings to discuss issues relating to their areas of leadership, delegating tasks and responsibilities as appropriate, providing relevant support, and monitoring and evaluating their work.
- Line-manage other members of the Subject, delegating tasks and responsibilities as appropriate, providing relevant support, and monitoring and evaluating their work.
- Set and review the progress against Performance Management Objectives of staff as detailed in the school policy.
- Hold regular Subject Meetings in line with the school calendar in order to improve policy and practice. Agendas for such meetings must be issued beforehand, and minutes issued following the meeting. Copies of both agendas and minutes must be copied to the SLT line-manager.
- Communicate well with students, staff, parents, carers and trustees in order to enthuse, encourage and facilitate the process of learning at all levels. To develop, manage, organise and lead events where necessary.
- Make decisions on appropriate student groupings to ensure excellent progress
- Ensure the environment within the Subject is conducive to good learning
- Support staff in maintaining high standards of behaviour for learning across the Subject
- Ensure that students are entered for external examinations as appropriate and relevant, and that all information is provided to the Exams Officer in a timely manner.
- Manage and monitor the Subject budget
- Ensure that the Subject is appropriately resourced
- Assist the SLT in the recruitment, appointment and induction of new staff.
- Support and challenge staff adherence to professional standards, and have due regard for their welfare.
- Be responsible and accountable to the Headteacher for all matters relating to Health and Safety, staff well-being, facilities, use and development of ICT systems within the Subject
- Undertake any other duties as may be reasonably required by the Headteacher

Notes

The above duties are subject to the general roles and responsibilities contained in the Statement of Conditions of Employment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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 so construed. It is not necessarily a comprehensive definition of the post and will be reviewed annually. It may be subject to modification or amendment at any time after consultation with the post holder and the duties may be varied to meet the changing demands of the school at the reasonable discretion of a Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their particular duties.