Job Description

POST TITLE: CURRICULUM LEADER (Leadership Scale)

STATUS OF THE POST

This is a senior middle leadership post within the academy.

JOB PURPOSE

The Curriculum Leader will strategically lead the direction and development of the Curriculum Area in accordance with the Curriculum Area Improvement Plan. They will continually seek ways to raise standards of pupil progress and achievement within the Curriculum Area by ensuring that Subject Leaders and staff have designed Schemes of Work and lessons that are ambitious, stimulating and exciting. They will also work closely with other Curriculum Leaders and the Senior Leadership Team to assist with the operational and strategic planning of the academy as a whole.

MAIN RESPONSIBILITIES OF THE POST

In addition to those professional responsibilities which are common to all classroom teachers in the school, the post holder's key responsibilities will be for raising the standards of teaching, learning and student progress and achievement in a Curriculum Area for all pupils attending Belvedere Academy.

The post holder is accountable to a nominated Vice Principal / Assistant Vice Principal and to the Principal.

PROFESSIONAL RESPONSIBILITIES

In addition to meeting the characteristics described in the Teachers' Standards Framework, the postholder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

Leadership

- To provide the strategic leadership across the curriculum area in accordance with the aims and objectives in the whole academy improvement plan
- To be accountable for the establishment and effectiveness of the policies and procedures needed to achieve these aims and objectives.
- To be responsible for the management of resources to ensure that the aims and objectives can be achieved.
- To monitor and evaluate the progress of staff and pupils towards meeting the overall aims and objectives.
- To work with Assistant Curriculum Leader
- To be accountable for pupil progress and staff performance in the area.
- To lead on managing change that affects the Curriculum Area, being a positive role model at all times and demonstrating a positive, 'can do' and 'solution based' approach / attitude
- To work with the Senior Leadership Team and other Curriculum Leaders to ensure that the work in the curriculum area fully reflects the academy's distinctive ethos and direction.
- To attend regular meetings with other Curriculum Leaders and the Senior Leadership Team to help plan the operational and strategic direction of the whole academy.
- To inspire colleagues in the curriculum area by personal example and hard work

Curriculum

- To lead on curriculum development and intent for the whole curriculum area
- To lead on the production of a Curriculum Area Development Plan and Self Evaluation Form and to regularly review the progress towards the curriculum area's aims and objectives
- To liaise with the Senior Leadership Team to ensure the delivery of an ambitious, inclusive, high quality curriculum programme which meets the needs of all pupils.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To lead the development of appropriate syllabi, resources, schemes of work, assessment policies, and teaching and learning strategies in the area.
- To maintain accreditation with the relevant examination and validating bodies.
- To develop cross–curricular links to support pupils' learning
- To conduct 'learning walks' and other learning evaluation strategies (e.g. work sampling) in accordance with whole academy strategies

Staff Development

- To work with the SLT Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Review(s) and to act as reviewer for selected curriculum area staff.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures.
- To be responsible for the efficient and effective deployment of any relevant associate staff.
- To participate in a range of teacher training programmes, as and when appropriate

Assessment

- To oversee the pupil tracking process within the curriculum area using tools such as Sisra to compare pupil progress against Expected Attainment Pathway (EAP) grades
- To oversee all curriculum area intervention strategies - setting realistic deadlines where necessary and reviewing progress on the action taken.
- To ensure the maintenance of accurate and up-to-date information concerning marking, the recording of behaviour and other monitoring data across the curriculum area, and wider academy.
- To produce reports on examination performance, including the use of value-added data.
- To provide all relevant bodies with robust information relating to the curriculum area's performance and development.

Other specific professional responsibilities

The post holder will be accountable for:

- Ensuring that the aims and objectives of the Curriculum Area are the subject of regular review and consultation
- Management oversight of all funds allocated to the Curriculum Area
- Liaison and collaboration with peers in other schools to share, disseminate and develop good practice
- Cooperate with the academy on all issues to do with Health, Safety & Welfare and GDPR
- Overseeing the Enrichment offer for the Curriculum Area and making sure that it is balanced and appropriate for each Key Stage
- Ensuring appropriate pupil behaviour and conduct within the Curriculum Area.
- Overseeing events/provision delivered to students by outside organisations
- Carrying out any other reasonable duties as assigned by the Principal

Note

- This job description is not necessarily a comprehensive definition of the post
- The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Curriculum Leader and the Principal

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