

Curriculum Leader

Job Purpose	Overall responsibility for the strategic leadership and management of the curriculum area in order to ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum is managed and developed in accordance with school policy.
Accountable to:	The Headteacher via the designated line manager on the Senior Leadership Team
Responsible for:	You are responsible for the work of the other teachers in your curriculum area
Accountabilities (in addition to those required of a qualified teacher)	1. Policy/Strategic direction and development <ul style="list-style-type: none"> Contribute to whole school policy-making and strategic planning as required by the Head. Prepare, monitor and update annual development plans and curriculum area SEF in consultation with colleagues. Take the lead in ensuring that school policies and strategies are embedded in schemes of work and curriculum area plans. Lead, manage and evaluate the whole school numeracy strategy
	2. Leadership and management of others <ul style="list-style-type: none"> Lead and manage the curriculum area, inducting, developing, deploying, motivating and reviewing staff to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained. Empower members of the curriculum area to develop their leadership potential to ensure continuous improvement within the department. Responsible for the choice of specifications. Participate in Curriculum Leaders' meetings and other meetings commensurate with this post. Chair curriculum area meetings to ensure that they are used effectively and that actions are minuted and implemented. Carry out the annual appraisal of the teachers within your team To ensure full representation by nominated Curriculum Area representative at RAG meetings. Following absence of teaching staff, lead the back to work meeting including the dissemination and completion of appropriate paperwork.
	3. Teaching and Learning <ul style="list-style-type: none"> a) Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond school. b) Exemplify in own practice, the skills of teaching and learning typified by lead professionals in order to serve as a consistently good role model for others.

	<ul style="list-style-type: none"> c) Ensure that good practice is shared throughout the curriculum area, through the monitoring of the teachers in the team. d) Ensure that schemes of learning are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning. e) Monitor students' work and the classroom practice of those in the curriculum area to ensure high standards are maintained. f) Keep up to date with developments in subject areas and education in general to ensure that best practice is adopted within the curriculum area. g) Ensure the delivery and development of the curriculum is effective in meeting the needs of all students. h) Contribute to the broader life of the school by supporting and leading curricular and extra-curricular activities. i) Ensure the implementation of the Behaviour for Learning Policy in line with the school policy so that effective learning can take place.
	<p>4. Marketing and external links, including public occasions</p> <ul style="list-style-type: none"> a) Actively promote the curriculum area within the school community to encourage students' interest in the curriculum area, including displays. b) Contribute to the positive promotion and marketing of the school in the local and wider community. c) Lead the curriculum area's promotional events and external links.
	<p>5. Management of resources</p> <ul style="list-style-type: none"> a) Monitor and control the curriculum area's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources. b) Identify future resourcing needs and aspirations for the curriculum area for consideration in the school budget planning process. c) Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.
	<p>6. Monitoring, evaluation and assessment</p> <ul style="list-style-type: none"> a) Complete examinations and data analysis incorporating every data trawl. b) Monitor student progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained. c) Ensure that all student reports are written, checked and deadlines adhered to. d) Ensure that reports on examination performance and data trawls are completed and deadlines met. e) Undertake work scrutinies in line with school policy. <p>7. Training and development of self and others</p> <ul style="list-style-type: none"> a) As a lead professional, set personal targets and take responsibility for own continuous professional development and deliver CPD to others in your area, as appropriate.
General requirements	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> a) Work towards and support the school vision and the current school objectives outlined in the School Action Plan. b) Attend school events and activities as required by the Headteacher.

	<ul style="list-style-type: none"> c) Represent the school at external meetings and other events as required. d) Contribute to the school's programme of extra-curricular activities. e) Support and contribute to the school's responsibility for safeguarding students. f) Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors. g) Promote equality and opportunity for all students and staff, both current and prospective. h) Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. i) Engage actively in the performance review process. j) Adhere to policies as set out in the School's Staff Handbook. k) Undertake other reasonable duties related to the job purpose required from time to time. <p>Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, these should be amended accordingly. The job description will, in any case, be subject to periodic amendment including at the time of the review if it reveals significant changes in the post holder's role within the school.</p>
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Postholder:

Signature:.....

Printed Name:.....

Line Manager:.....

Signature:.....

Printed Name:.....