

HIGHDOWN SCHOOL AND SIXTH FORM CENTRE



JOB DESCRIPTION CURRICULUM LEADER

Accountable to: **Senior Leadership Team**

Responsibilities to include:

- Lead and inspire a vibrant, committed and professional team of teachers and support staff
- To lead and manage subject leaders and key stage coordinators within the curriculum area.
- Devise and execute an inspiring strategic improvement plan for the Department
- Review, maintain or develop schemes of learning at all levels
- Lead the extra-curricular life of the Department
- Develop the quality of learning and teaching in the Department and school through sharing resources and good practice, lesson observation, collaborative teaching, mentoring and active participation in joint practice learning
- Guide the professional development of staff in the Department
- Develop the physical facilities and resources of the Department
- Plan and monitor budgets to meet the requirements of the Department.
- Set targets and intervention plans for all students studying the subject and hold subjects teachers to account
- Be an active contributor at meetings
- Report to the senior leadership team

Other professional requirements

- To support, maintain and contribute actively to all curriculum and whole school policies
- To promote a whole school programme of student achievement including the use of rewards
- To contribute fully to the wide range of extra-curricular activities offered at Highdown School and Sixth form Centre
- Organise a stimulating and attractive learning environment including the display of student work in the department
- To keep appropriate curriculum records
- To ensure regulations regarding Health and Safety are maintained both within the department and the school site
- Undertake duties as shall be reasonably requested by the Leadership team
- Be committed to equal opportunities and prepare students for life in a diverse and multicultural society
- To undertake the role of mentor