



## HURSTMERE SCHOOL

### Curriculum Leader

**Job Description for:** [NAME]  
**Post:** Curriculum Leader  
**Accountable to:** Assistant Principal

**All staff at Hurstmere School are expected to:**

- actively contribute to the School's culture and ethos of high ambition and achievement;
- live our common values of Respect, Teamwork, Resilience, Ambition, Integrity, Leadership and Self-belief;
- make a commitment to achieving the highest possible standards in all areas of their work;
- uphold the staff charter;
- be committed to maintaining a safe and secure environment for all pupils and a "culture of vigilance" to safeguard and protect all in the School's care.

### Core Purpose

The Curriculum Leader is required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions document.

The Curriculum Leader should ensure that the Professional Standards (Appendix 1) are present in all aspects of work.

Curriculum Leaders ensure an ambitious, coherently planned and sequenced curriculum which is sequenced towards cumulatively sufficient knowledge for skills.

Curriculum Leaders ensure the consistent delivery of high-quality teaching and learning, monitoring and evaluating performance to ensure sustained educational progress is made by all pupils within the specialism.

Curriculum Leaders are responsible for line managing staff within their area, developing and enhancing the teaching practice of those they lead.

Curriculum Leaders are accountable for leading, managing and developing their curriculum area, ensuring a broad range of opportunities to promote our pupils' personal development.

**Respect • Teamwork • Resilience • Ambition • Integrity • Leadership • Self-Belief**

## **Specific Responsibilities**

- To ensure that high standards of teaching and learning take place within the specialism, to enable all pupils (including SEN, Disadvantage, High Prior Attainers and the More Able) to make good or better progress in line with their peers nationally
- To ensure that all members of the department are performance managed in line with the school's procedures
- To ensure that all members of the department are conversant with the procedures, policies, key priorities and expectations of the school
- To ensure that rigorous and robust targets are set for the department to ensure sustained and substantial improvement
- To ensure that schemes of work are reviewed regularly to reflect developments and changes, leading to higher standards of teaching and learning
- To co-ordinate appropriate CPD to enhance the teaching practice of others
- To lead, co-ordinate, monitor and evaluate the work of the department in relation to curriculum and pastoral aspects of pupils learning and achievement.
- Undertake all reasonable precautions to safeguard the health and safety of pupils and staff at all times within the departmental area
- Keep departmental members up-to-date on national, local and school curriculum developments
- Take active responsibility for formulating fair and consistent standards of discipline within the departmental area and follow up concerns according to the school's procedures
- Be a key figure in the professional development of staff in the department including, the appointment and induction of new staff and the supervision of student teachers/trainees by working in closely with the responsible Senior Leadership Team lead
- Ensure that good communication between the department and parents is developed and maintained
- Implement and undertake effective processes of self-review and development. These should focus on:
  - Quality of Education
  - Behaviour and Attitudes
  - Personal Development
  - Leadership and management
- To manage departmental cover
- To promote and manage inclusion within the school.

## **Community and Ethos**

To support in the day-to-day operational management of the school to ensure a calm and purposeful environment is maintained, which is both a physically and emotionally healthy space for pupils and staff.

## **Team Tasks**

- Liaise closely with the SENCo with regard to implementing the school's AEN policy
- Liaise closely with other Curriculum Leaders and Raising Standards Leaders to ensure best practice

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### **Administrative Systems**

- To organise the effective use of administrative support to assist with the smooth running of the curriculum area
- To provide an environment that stimulates learning across the curriculum area
- To oversee curriculum displays which promote learning and achievement
- To ensure effective record-keeping and data entry takes place across the curriculum area
- To monitor the effective use of data analytical systems, e.g. SISRA

### **Administrative Tasks**

- Manage efficiently and cost-effectively the resources available to the department
- Provide information and data as required by the school's administration, DfE, OFSTED and other relevant bodies
- Review and prepare the Department Development Plan in relation to the School Development Plan as required.

Form Tutor – see generic Job Description

Subject Teacher – See generic Job Description

Please note that the above tasks are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties and the post holder will be expected to undertake other duties considered commensurate with the role.

Duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of Hurstmere School will be expected to comply with GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above, the post holder must be committed to safeguarding and promoting the welfare of children and young people.

### **Review and Amendment**

This job description should be seen as enabling rather than restrictive and will be subject to regular review. As such:

- Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.
- This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title and in order for the school to meet its statutory and general obligations regarding service provision.

There will be a full review of all job descriptions during the Summer term 2022.

Principal: .....

Member of Staff: .....

Date: .....



## Hurstmere Professional Standards for Middle Leaders

2021-2022

### PROFESSIONAL STANDARDS

Constructed by Middle Leaders in course 1- Middle Leadership Development & Training Programme

What	How
<b>Standard 1:</b> Have excellent subject knowledge	Take personal interest Make effective use of social media Maintain a love of your subject Connect with professional organisations/bodies Keep abreast of any changes in education (e.g. NC)
<b>Standard 2:</b> Inspire and enthuse those you have responsibility for	Keep positive Give contextual praise to colleagues Empower others Delegate where necessary Disseminate relevant information in a timely manner
<b>Standard 3:</b> Have a clear strategy and vision	Provide a rationale for decisions Take on board colleagues ideas Be open and transparent and explain why changes are taking place Develop a subject calendar so all events are organised and planned for
<b>Standard 4:</b> Reflect and evaluate on leadership practice inside and outside of the classroom	Collaborate with other schools and other organisations Develop appropriate CPD to support the development of self and others Use data information effectively to reflect on leadership
<b>Standard 5:</b> Develop a bespoke curriculum; tailored to the children's need (ensuring that the implementation and impact is monitored)	Use exam analysis to review the quality of leadership Use pupil voice Use work scrutiny Use summative data Audit the curriculum
<b>Standard 6:</b> Effectively communicate with a range of stakeholders such as governors, senior leaders, other staff, and pupils	Present your ideas to governors so they are clear about the work you do Undertake meaningful and regular pupil voice Meet senior leaders to go over SEF and action plans Have team meetings that are purposeful and productive
<b>Standard 7:</b> Positively lead by example- demonstrating best practice	Maintain high professional standards for work Meet deadlines and follow agreed procedures Model professional behaviour Maintain high expectations of self and others Reflect and adapt where appropriate
<b>Standard 8:</b> Be accountable whilst approachable. Appropriately hold others to account for the work they do	Make use of Blue Sky Observe lessons and give accurate and honest feedback Use school staff charter Have line management meetings Hold difficult conversations where necessary