

## CHCS –Curriculum Leader

<b>Job Description</b>	
Providing strategic direction and development of the curriculum area responsible for – with the support, and under the direction of, the designated SLT Lead for Curriculum	
Purpose	<ul style="list-style-type: none"> <li>▪ To be an outstanding classroom practitioner</li> <li>▪ To develop a strong curriculum area ethos, a team spirit and a passion to inspire, lead and challenge students and teachers to the best possible outcomes.</li> <li>▪ To have an enthusiasm for the subject(s) comprising the curriculum area which motivates and supports other staff and encourages a shared understanding of the contribution they make to all aspects of students' lives</li> <li>▪ To be accountable for leading, managing and developing the curriculum area</li> <li>▪ To develop plans which identify clear targets, timescales and success criteria for development in line with the School Improvement Plan</li> <li>▪ To raise standards of student attainment and achievement within the curriculum area and to monitor and support student progress</li> <li>▪ To be accountable for the development and progress of students</li> <li>▪ To develop and enhance the teaching practice of colleagues</li> <li>▪ To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school</li> <li>▪ To work with SLT Lead to oversee the progress of students with SEND, EAL or are FSM; acting proactively to narrow attainment and progress gaps with mainstream students</li> <li>▪ To oversee the consistent and fair application of the school behaviour and rewards policy with students in the curriculum area</li> <li>▪ To effectively manage and deploy teaching/support staff, financial and physical resources within the curriculum area to support the designated curriculum portfolio</li> </ul>
Reporting to:	Designated SLT Lead for Curriculum
Responsible for:	Teaching staff and other relevant personnel within the curriculum area
Liaising with:	Assistant Headteachers, Years Leaders and relevant teaching staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.
Salary	TLR in line with level of responsibility
Disclosure level	Enhanced
Operational and Strategic Planning	<ul style="list-style-type: none"> <li>▪ To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the curriculum area</li> <li>▪ Co-ordinate the day-to-day management, control and operation of course provision within the curriculum area including effective deployment of staff and physical resources</li> <li>▪ To actively monitor and follow up student progress, intervening to address underperformance of pupil groups or individuals within the curriculum area</li> <li>▪ To work with team members to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the faculty and school</li> <li>▪ To lead and manage the curriculum area, and to ensure that planning activities reflect the needs of students and the aims and objectives of the faculty and school</li> <li>▪ To support teachers within the curriculum area to raise standards</li> <li>▪ Work alongside the Curriculum Leader (ICT) to foster and oversee the application of ICT and develop an e-learning culture which supports high quality teaching and learning.</li> <li>▪ To liaise with the SLT Lead to ensure that Health and Safety policies and practices, including risk assessments, throughout the curriculum area are in line with national requirements and are updated where necessary.</li> <li>▪ To undertake the monitoring, evaluation and review of the curriculum area, ensuring consistency in practice and standards by subject specialists</li> <li>▪ To recognise areas where good/outstanding teacher performance is exhibited and seek to widen the effect across the curriculum area</li> </ul>
Curriculum	<ul style="list-style-type: none"> <li>▪ To liaise with the SLT Lead to ensure the delivery of an appropriate, comprehensive, high</li> </ul>

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Provision	<p>quality and cost-effective curriculum programme which complements the Faculty and School Improvement Plan</p> <ul style="list-style-type: none"> <li>▪ To lead and be accountable for the development and provision in the curriculum area.</li> <li>▪ To ensure that the needs of students with special educational needs, from vulnerable backgrounds and the very able and talented, are fully met</li> <li>▪ To actively contribute to the school’s Life Skills curriculum (SMSC, PSE, Health and Safeguarding, Citizenship, Enterprise, Work-related Learning, Careers, Financial Capability)</li> </ul>
Curriculum Development	<ul style="list-style-type: none"> <li>▪ To be creative and innovative in the development of an engaging and appropriate curriculum for the curriculum area</li> <li>▪ To actively monitor and respond to national developments, teaching practice and methodology in the curriculum area</li> <li>▪ To liaise with the designated SLT Lead for curriculum to maintain accreditation with the relevant examination and validating bodies</li> <li>▪ To be responsible for the development of reading, writing, communication, mathematics and ICT in the curriculum area, liaising with other Curriculum Leaders in the process.</li> </ul>
Staffing	<ul style="list-style-type: none"> <li>▪ To work with the designated member of SLT to ensure that development needs of staff in the curriculum area are identified and that appropriate programmes are designed to meet such needs.</li> <li>▪ To be responsible for the efficient and effective deployment of the curriculum area’s technicians/support staff.</li> <li>▪ To undertake Appraisal Reviews and to act as reviewer for a group of staff within the curriculum area</li> <li>▪ To make appropriate arrangements for classes when staff are absent, when relevant</li> <li>▪ To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures</li> <li>▪ To promote teamwork and to motivate staff to ensure effective working relations</li> <li>▪ To participate in the school’s Initial Teacher Training and NQT programmes</li> <li>▪ To be responsible for the day-to-day management of staff within the curriculum area and act as a positive role model</li> <li>▪ To work as appropriate with teachers to develop consistently high standards of teaching and learning across the curriculum area</li> <li>▪ To actively assist all team members to achieve their maximum capability, including those involved in support programmes.</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>▪ To ensure the effective operation of quality assurance systems and ensure adherence to those within the curriculum area</li> <li>▪ To establish the process of setting targets within the curriculum area and to work towards their achievement</li> <li>▪ To establish common standards of classroom practice and develop the effectiveness of teaching and learning within the curriculum area</li> <li>▪ To ensure high quality lesson preparation within the curriculum area which is underpinned by a robust process of medium- and long-term planning</li> <li>▪ To contribute to school procedures for effective and supportive lesson observation and implement modifications and improvements where required</li> <li>▪ To monitor and evaluate the work of the curriculum area through agreed school procedures and in line with Teachers’ Standards and other performance criteria</li> <li>▪ To produce an annual examinations analysis and curriculum area review as part of the school’s self-evaluation cycle</li> <li>▪ To ensure the curriculum area’s members adhere to Health and Safety procedures as laid down in school and curriculum area policies</li> </ul>
Management Information	<ul style="list-style-type: none"> <li>▪ To ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the school’s Management Information System (MIS)</li> <li>▪ To make use of analysis and evaluate performance data provided to produce informed intervention plans which address areas of underperformance within the curriculum area</li> <li>▪ To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken</li> <li>▪ To manage the curriculum area’s collection of data, in conjunction with the SLT Lead for Curriculum</li> <li>▪ To provide the Governing Body, where necessary, with relevant information relating to curriculum area performance and development</li> </ul>

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Communications	<ul style="list-style-type: none"> <li>▪ To ensure that all members of the curriculum area are familiar with its aims and objectives</li> <li>▪ To ensure effective communication/consultation as appropriate with parents/carers of students</li> <li>▪ To liaise with partner schools, Higher Education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies</li> <li>▪ To represent the curriculum area's views and interests to a range of stakeholders effectively and professionally</li> <li>▪ To ensure effective links with the school's SENCO and other inclusion professionals</li> </ul>
Marketing and Liaison	<ul style="list-style-type: none"> <li>▪ To contribute to the school liaison and marketing activities e.g. collection of material for press releases, school newsletter and website</li> <li>▪ To lead the development of effective curriculum area links with partner schools and the community, attendance where necessary at liaison events at partner schools and the effective promotion of the curriculum area at Open Days/Evenings and other events</li> </ul>
Management of Resources	<ul style="list-style-type: none"> <li>▪ To manage the available resources of space, staff, finance and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the curriculum area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records</li> <li>▪ To work with the designated SLT Lead to ensure that the curriculum area's teaching commitments are effectively and efficiently time-tabled and accommodated</li> </ul>
Student Progress and Well-Being	<ul style="list-style-type: none"> <li>▪ To be familiar with the school's Child Protection Policy and to report concerns to the designated Child Protection Officer</li> <li>▪ To monitor and support the overall progress and development of students within the curriculum area</li> <li>▪ To intervene and take action where there are student breaches of the school's behaviour policy ensuring problems are dealt with internally and effectively within the curriculum area</li> <li>▪ To monitor student attendance in the curriculum area together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary</li> <li>▪ To liaise with the Year Leaders to ensure a coherent and cohesive approach to student support and progress across the curriculum area</li> <li>▪ To ensure the school's behaviour management and rewards systems are implemented in the curriculum area so that effective learning can take place</li> <li>▪ Act as a Form Tutor and carry out duties associated with that role</li> </ul>
Other professional requirements	<ul style="list-style-type: none"> <li>▪ To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example</li> <li>▪ To have a working knowledge of teachers' professional duties and legal liabilities</li> <li>▪ To operate at all times within stated policies and practices of the school</li> <li>▪ To establish effective working relationships and set a good example to colleagues and students through your presentation and personal and professional conduct</li> <li>▪ To endeavour to give every student the opportunity to meet their potential and achieve high expectations</li> <li>▪ To contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the life of the school</li> <li>▪ To take responsibility for your own professional development and duties in relation to school policies and practices</li> <li>▪ To liaise effectively with parents/carers, governors and other stakeholders in the school</li> <li>▪ To undertake the role of a subject teacher and use your own classes as an example of high-quality teaching and learning in the curriculum area</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken is not identified

Curriculum Leaders 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.

This job description is current at the date shown, but in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title