



Holy Family RC & CE College

Job Description: Curriculum Manager

INTRODUCTION

- 1.1 Name of Postholder: _____
- 1.2 Job Title: Curriculum Manager
- 1.3 Job Purpose: Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Be an active member of the school's leadership team.
- Carry out the Performance Management of the QTS staff and non-QTS staff within their curriculum area.
- Raise standards of student progress within the whole curriculum curriculum area and monitor and support student progress.
- Be accountable for student progress and development within the subject curriculum area.
- Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the school's aims and curricular policies.
- Be accountable for leading, managing and developing the curriculum area.
- Manage effectively and deploy teaching/support staff, financial and physical resources within the curriculum area to support the designated curriculum portfolio.
- To carry out whole school responsibilities as required following negotiation with the Senior Leadership and Leadership Teams.
- 1.4 Line Management: Reporting to - Senior Leadership Team Line Manager.
Responsible for - Teaching staff and specified support staff within the curriculum areas of responsibility.
- 1.5 Liaising With: Headteacher, senior leadership team, other members of the leadership team, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LEA representatives, external agencies and parents..
- 1.6 Salary Scale: TLR 2b
- 1.7 Working Time: Full time as specified within the STPCD
- 1.8 CRB Disclosure Level: Enhanced

TEACHING

Curriculum Manager – Job Description

- 2.1 Undertake an appropriate programme of teaching in accordance with the duties of the Academic Performance Managers.
 - 2.2 To cover for absent colleagues as detailed in the national agreement.
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STRATEGIC /OPERATIONAL PLANNING

- 3.1 Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the curriculum area of responsibility.
 - 3.2 Be responsible for the day-to-day management, control and operation of course provision within the curriculum area, including effective deployment of staff and physical resources.
 - 3.3 Monitor actively and follow up student progress.
 - 3.4 Develop, implement and review the school's policies appropriate to the delegated curriculum areas of responsibility.
 - 3.5 Work with colleagues 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 school.
 - 3.6 Lead and manage the planning function of the curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of students within the subject curriculum area, SDP/DDP and the aims and objectives of the school.
 - 3.7 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, therefore liaising with the school's Health and Safety Manager.
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CURRICULUM PROVISION

- 4.1 Liaise with the Deputy Head Teaching & Learning to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements school self evaluation and the School Improvement Plan.
 - 4.2 Be accountable for the development and delivery of curriculum provision in their curriculum area.
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CURRICULUM DEVELOPMENT

- 5.1 Lead curriculum development for the whole curriculum area.
- 5.2 Create and maintain a climate to secure good teaching, effective learning, high standards of achievement, good behaviour and enable teachers and other staff to meet standards.
- 5.3 Keep up to date with national developments in the subject curriculum area and teaching practice and methodology.
- 5.4 Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- 5.5 Liaise with the Deputy Head to maintain accreditation with the relevant examination and validating bodies.
- 5.6 Be responsible for the development of key skills.
- 5.7 Ensure that the development of the curriculum is in line with national developments.

- 5.8 Ensure that students develop study skills in order to learn more effectively and with increasing independence.
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STAFFING

- 6.1 Lead professional development of staff through example.
- 6.2 Continue own professional development as agreed with the Assistant Head with responsibility for CPD.
- 6.3 Motivate and enable all staff to carry out their roles to the highest standard through high quality continuing professional development based on assessment of needs.
- 6.4 Work with the Assistant Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 6.5 Be responsible for the efficient and effective deployment of the curriculum area's technicians/support staff.
- 6.6 Undertake Performance Management Reviews and act as reviewer for a group of staff within the designated curriculum area.
- 6.7 Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the curriculum area liaising with the Learning Supervisor/relevant staff to secure appropriate cover within the curriculum area.
- 6.8 Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- 6.9 Promote teamwork and to motivate staff to ensure effective working relations.
- 6.10 Participate in the school's ITT programme.
- 6.11 Be responsible for the day-to-day management of staff within the designated curriculum area and act as a positive role model.
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QUALITY ASSURANCE

- 7.1 Ensure the effective operation of quality control systems.
- 7.2 Establish the process of the setting of targets within the curriculum area and to work towards their achievement.
- 7.3 Establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning styles in all subject curriculum areas within the curriculum area.
- 7.4 Contribute to the school procedures for lesson observation and carry out lesson observations to an agreed programme.
- 7.5 Implement school quality procedures and to ensure adherence to those within the curriculum area.
- 7.6 Monitor and evaluate the curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria.
- 7.7 Seek/implement modification and improvement where required.
- 7.8 Ensure that the curriculum area's quality procedures meet the requirements of self evaluation and the Strategic Plan.

MANAGEMENT INFORMATION

- 8.1 Ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the management information system.
- 8.2 Make use of analysis and evaluate performance data provided.
- 8.3 Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- 8.4 Produce reports within the quality assurance cycle for the curriculum area.
- 8.5 Produce reports on examination performance, including the use of value-added data.
- 8.6 In conjunction with the Senior Leadership Team, manage the curriculum area's collection of data.
- 8.7 Provide the Governing Body with relevant information relating to the curriculum area performance and development.
- 8.8 Set targets for future improvements based on relevant data.

COMMUNICATIONS AND LIAISON

- 9.1 Ensure that all members of the curriculum area are familiar with its aims and objectives.
- 9.2 Develop and maintain effective partnerships between parents and the school's staff to promote learning and provide information.
- 9.3 Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- 9.4 Represent the curriculum area's views and interests.
- 9.5 Contribute to the planning and delivery of school liaison activities.
- 9.6 Lead the development of effective subject links with partner schools and the community, attending ,where necessary, liaison events in partner schools and promoting subjects effectively at liaison events in school, partner schools and the wider community.

MANAGEMENT OF RESOURCES

- 10.1 Manage the available resources of space, staff, money 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.
- 10.2 Work with the Deputy Head in order to ensure that the curriculum area's teaching commitments are effectively and efficiently time-tabled and roomed.

PASTORAL SYSTEM

- 11.1 Monitor and support the overall progress and development of students within the curriculum area.

- 11.2 Monitor student attendance 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.
- 11.3 Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- 11.4 Contribute to PSHCE, citizenship and enterprise according to school policy.
- 11.5 Ensure the behaviour management system is implemented in the curriculum area so that effective learning can take place.

SCHOOL ETHOS

- 12.1 Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- 12.2 Support the school in meeting its legal requirements for worship.
- 12.3 Take responsibility for the organisation of liturgical and other events which contribute to the spiritual development of both staff and students.
- 12.4 Promote actively the school's corporate policies.
- 12.5 Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- 12.6 To support the school's lunchtime provision on an agreed regular basis.
- 12.7 The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post

SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Teacher)

Signed
(Headteacher)

Dated
(Teacher)

Dated
(Headteacher)