**Job Description: Curriculum Team Leader: Art and**

**Design Technology (ADT)**

|  |  |
| --- | --- |
| **Post Details** |  |
| **School/setting:** | Twynham School and The Grange School (‘Twynham TGS’) |
| **Post type:** | Teaching Staff |
| **Grade/Pay Level:** | Leadership L5 – L9 |
| **Responsible to:** | Member of the Senior Leadership Team |

|  |
| --- |
| **Main Purpose** |
| * To lead and inspire excellence in the subject throughout the schools. * To provide professional leadership and management to secure high-quality teaching; high levels of student engagement and enjoyment; effective use of resources and improved standards of learning and achievement for all students. * Working with other members of the Senior Leadership Team to develop and maintain excellence in teaching and learning across the schools. * To be responsible for the successful implementation of effective intervention strategies across the subjects within the curriculum team, in all year groups to ensure that all students make excellent progress. * To be responsible for the highly effective implementation of the TL Secondary curriculum for the subject at Twynham TGS. * Teach students within the schools and carry out such duties as are reasonably assigned by the Head of School to ensure the effective operation of the schools. |

|  |
| --- |
| **Duties and Responsibilities** |
| Strategic Direction and Development   * Accountable for the outcomes of all qualifications delivered within the curriculum area at Twynham TGS. * Responsible for raising attainment and maintaining high standards in the curriculum team at Twynham TGS in all Key Stages. * Responsible for overseeing the implementation of effective intervention strategies to ensure that gaps in cohort progress are closed. * Lead the curriculum team in the production of strategic plans for the area which have coherence and relevance to the needs of students and to the aims, outcomes and strategic plans of the schools and trust. * Develop policies and practice for the curriculum area within the context of the curriculum team excellence plans and school excellence plan. * Lead the curriculum team’s contribution to self-evaluation through participation in the self-evaluation process. * Ensure robust analysis of the curriculum impact, using internal and external data alongside qualitative measures to inform practice, expectations and targets to ensure excellent outcomes for all students. * Lead staff in setting long, medium and short-term targets for improvement which contribute to whole school aims, policies and practice. * To contribute to and develop an ambitious extra-curricular programme that provides a range of enriching opportunities, available to all our students. * Ensure that strategic plans are underpinned by sound financial planning.   Leadership   * To be responsible for the effective implementation of a world class curriculum at Twynham TGS. * Promote excellence and the consistency of high-quality provision for all students through the strategic leadership and management of Teaching and Learning with a particular focus on the curriculum subject area. * Contribute to Performance Management and to act as an appraiser for a group of staff. * Actively engage in the performance review process.   Standards of Teaching & Learning   * Ensure high standards of pedagogy in own teaching, demonstrating consistent post-threshold performance in relation to Teacher Standards. * Develop and enhance the teaching and learning in the curriculum area and within the curriculum team. * Ensure curriculum coverage continuity, progression and challenge for students of all abilities and needs. * Ensure that teaching and learning for all groups of students is of high quality within curriculum area and this meets the schools’ inclusion agenda. * Provide guidance and appropriate teaching and learning methods and materials, including the development of the students’ literacy and numeracy skills. * Establish, implement and monitor effective policies and practice for assessing, recording and reporting student achievement. * Ensure all teachers in the curriculum team set relevant homework and adhere to all school policies. * Ensure that information on students’ achievement in previous schools, classes and years is used effectively to secure good progress. * Set, monitor and evaluate expectations and targets for the quality of the teaching and learning and student achievement through the curriculum area.   Staff & Team Development   * Ensure that there are robust monitoring and support systems within the curriculum area to enable rapid and sustained student progress. * Monitor and intervene appropriately to ensure the provision of a world class curriculum for all students and to challenge weakness and low standards in meeting the needs of students. * Effectively manage and deploy teaching/support staff within the curriculum team. * Ensure that all staff are adequately trained in the delivery and understanding of the curriculum area by leading and organising INSET on teaching and learning to ensure good practice. * Ensure that constructive working relationships are formed between staff, students and parents. * Establish a fair, transparent and working ethos in which creativity and innovation are valued and encouraged. * Disseminate best practice across the curriculum team and Twynham Learning. * Ensure the development and maintenance of a team culture that enables all members of the School Leadership Team to be effective in their respective roles. * Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards the schools, trust and colleagues. * Assist with making appropriate arrangements for classes when staff are absent, ensuring that teaching staff absence is covered in consultation with the cover manager and that appropriate work is provided. * Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school/ trust procedures. * Participate in the ITT and ECT programme including the mentoring of ECTs and PGCE students as appropriate, additional remitted time will be provided in order to carry out this responsibility successfully.   Teaching & Learning – Curriculum Area & Whole School   * Ensure that curricular or pastoral areas to which you are assigned provide the highest standards of excellence. * Identify and promote highly effective teaching and learning strategies to raise attainment and progress. * Monitor teaching and learning activities to meet the needs of all students. * Identify areas for staff development and contribute to whole school improvement initiatives. * Liaise with other curriculum teams and schools to ensure that good practice is shared. * Encourage all members of staff to recognise and fulfil their statutory responsibilities by setting the highest personal and professional standards. * Provide training opportunities for all who work in the classroom to promote excellence in teaching and learning. * Keeping fully appraised and aware of educational and other appropriate developments whether national or local and assess their impact on the schools and the team for which you are responsible. * Always ensure the highest standards of professional conduct and confidentiality, and, in particular, when with other staff of the schools. * Manage and support adherence to the Trust and school policies and procedures. * Develop links with LAB Members, neighbouring schools and other relevant local and national agencies. * To always be approachable and professional.   Curriculum Provision   * Ensure that the curriculum fully reflects the schools’ vision, ethos and mission. * Ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum. * Accountable for the day-to-day delivery of the curriculum area. * Support the work of Twynham Learning MAT which at times may require supporting other schools within the MAT as agreed with the postholder, and where sufficient release time is made available to carry out this responsibility successfully.   Curriculum Development   * Lead on the development of an innovative and enriched curriculum. * Ensure that the schools and the curriculum team are kept up to date with national developments. * Actively monitor and respond to curriculum development initiatives at national, regional and local levels.   Quality Assurance   * Ensure a robust process of setting targets exists within the curriculum area and to work towards their achievement. * Establish common standards of practice within the curriculum area and develop consistency across the curriculum team. * Contribute to the schools’ procedures for staff review as part of the on-going evaluation of learning and teaching. * Ensure that quality assurance procedures within the curriculum area are robust and understood by all. * Respond to issues raised by the schools’ self-evaluation processes. * To support in any inspection, review or visit to Twynham TGS related to the curriculum area.   Management Information   * Produce reports on examination performance, including the use of progress data. * Provide the Governing Body with relevant information relating to the performance and development of the curriculum area.   Communications   * Ensure that all members of the curriculum team are familiar with its aims and objectives. * Liaise with partner schools, Higher Education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. * Provide accurate and timely evaluation of the curriculum team as required by senior leaders across the trust.   Management of Resources   * Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the curriculum team’s budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. * In ensuring the effective deployment of staff to be mindful of work/life balance for members of staff within the curriculum team. * To be responsible for ensuring the subject area of the student gateway is kept up to date, relevant and is easily accessible to students providing excellent opportunities for independent learning. * Create a positive, stimulating and changing learning environment for students.   Working with Feeder Primary Schools   * To support successful transition and student recruitment through running workshops, masterclasses or events at Twynham TGS, such as Rising Stars Writing Workshops for Yr5; the Science Fair.   Member of the Extended Senior Leadership Team   * Undertake shared, generic responsibilities. These will not be as extensive as for members of SLT, in view of the heavy curriculum team responsibly the Curriculum Team Leader will still carry. * The generic responsibilities of being paid on the Leadership Spine are seen in the following ways:   + Duties (this will be around 1 Learn Behave or AWOL a week unless remitted time is increased) and includes being a visible presence around school   + Attending meetings as required (the intention is for CTLs to have a common period during the timetable to meet – with the possibility of a meeting once per month afterschool, and occasionally a CTL may be invited to attend a part of a LAB meeting. Dates and time of meetings will be set well in advance, wherever possible.   + Promoting the schools’ and trust’s mission, values and ethos. |

|  |
| --- |
| **Safeguarding Duties and Responsibilities** |
| * Be committed to promoting and safeguarding the welfare of children and young people in accordance with the schools’ Safeguarding and Child Protection policies. * Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns * Remain vigilant to ensure all students are protected from potential harm. * The post-holder will be required to support the Operations Manager to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to. |

|  |
| --- |
| **Other Duties** |
| * Play a full part in the life of the trust community, to support its vision, mission and ethos and to encourage and ensure staff and students to follow this example. * To play a full and fundamental part of the wider leadership team of TS and TGS, operationally completing duties, on-call support, learning walks and other daily responsibilities required as a member of the wider leadership team. * The post-holder will be expected to undertake any appropriate training provided by the trust to assist them in carrying out any of the above duties. * Be aware of and support difference to help ensure that everyone has equal access to the services of the schools and feels valued, respecting their social, cultural, linguistic, religious and ethnic background. * Attend and participate in meetings as required. * To support the work of Two Rivers Institute(TRI) which, at times, may require supporting schools locally or delivering CPD through TRI as agreed in consultation with the postholder. * Undertake any other duty as specified by STPCD not mentioned in the above.   All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time. |

|  |  |
| --- | --- |
| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

|  |
| --- |
| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:**   * A good Honours degree (in a subject relevant to the position) * Qualified Teacher Status and evidence of completion of statutory induction * Evidence of continuing professional development relevant to the post * Proven track record of raising achievement and securing high achievement of students * Successful experience of teaching the subject across Key Stage 3-4 in a state 11-16 or 11-18 school * Experience of leading staff and responsibility for outcomes of a cohort of students beyond own classroom * Ambitious for whole school leadership and a desire to work on aspects of school improvement beyond the curriculum team. * A reflective practitioner with a history of expertise in classroom pedagogy and the ability to improve outcomes for students * Demonstrable experience of curriculum development and curriculum design improving outcomes * A record of sharing good practice with other curriculum teams or schools * Experience of undertaking performance management reviews with colleagues and supporting their professional development * High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people. * An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals. * A team player who is comfortable in both providing and responding to professional challenge. * An ability to inspire and relate well to the whole community. * Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach. * A sense of humour   **Desirable:**   * A higher degree or management qualification * A record of excellence in leadership of large teams, including staff development which builds and sustains teachers’ practice * Experience of dealing effectively with the under-performance of teachers * Successful teaching experience at A-level * Evidence of further leadership development * Experience of working across a range of school environments * Experience of involvement in successful Ofsted inspections * Experience of leading school trips and a commitment to the encouraging extra-curricular activities * Ability to travel independently between locations during the working day, as required |

|  |
| --- |
| **Notes** |
| * This job description may be amended at any time in consultation with the postholder. |

|  |  |
| --- | --- |
| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** | |
| EHT = Executive Headteacher  MAT = Multi-Academy Trust  CEO = Chief Executive Officer  TS = Twynham School  TGS = The Grange School  PGCE = Post Graduate Certificate in Education  SLT = Senior Leadership Team  INSET = In Service Training  ITT = Initial Teacher Training  ECT = Early Career Teacher | TL = Twynham Learning  ELT = Executive Leadership Team  CPD = Continuing Professional Development  SEND = Special Educational Needs & Disabilities  NPQH = National Professional Qualification in Headship  DSL = Designated Safeguarding Lead  LAB = Local Advisory Board  CTL = Curriculum Team Leader  COSHH = Control of Substances Hazardous to Health  STPCD = School Teachers Pay & Conditions Document |