



JOB DESCRIPTION

Curriculum Team Leader: MFL

TLR I

Role Description

An excellent classroom practitioner with a proven track record of successfully leading people and projects, the curriculum team leader (CTL) will be a key member of the school's middle leadership team. They will clearly articulate a vision for the given curriculum area in support of whole school improvement priorities. Through careful planning, implementation and evaluation of provision, the CTL will deliver best quality education and outcomes for students in their given subjects. They will work collaboratively with colleagues at all levels while holding others to account for their work. Any aspects of teaching undertaken are subject to the school's standard classroom teacher job description which is based on the professional standards for a qualified teacher and should be read in conjunction with the national School Teacher Pay and Conditions document.

Line Manager for this post: Member of the senior leadership team

Summary of main responsibilities:

- Securing the best progress and achievement for all students in MFL subjects.
- Supporting individual students and groups of students to overcome barriers to learning and to succeed.
- The quality of teaching and learning in MFL, including the delivery of challenge, engagement, a positive climate for learning and feedback of the highest quality in lessons.
- The planning and delivery of a well-constructed curriculum based on current national curriculum and exam board specifications.
- The organisation of the curriculum area, ensuring resources (including people) are deployed effectively to support student learning and outcomes.
- Supporting colleagues within the department to develop their professional skills, including their leadership of projects.
- Upholding and enhancing ethos and climate within the curriculum area, fully contributing to high expectations and standards in all aspects of school life.
- Contributing to positive student behaviour both in and out of lessons by ensuring the curriculum staff team all consistently apply highest expectations in line with whole school policy and practice.
- Make regular contributions to the development of other professionals, both in school and also in collaboration with others beyond the Minster, including through active contribution to the Minster Teaching School Alliance.

Specific additional duties of the role:

Achievement

- Support students to achieve best possible outcomes at all key stages. As CTL, to be accountable for these outcomes in the relevant subjects.
- Progress measures for relevant subjects show that students achieve at least in line with expectations and in many cases better than expected progress is made.
- Ensure that all deadlines are met with regard to the completion of assessments, data collection and reports for all members of the curriculum area.
- Quality assurance of data submissions to ensure accurate evidence-based prediction and good quality feedback to parents.

- Liaison with the exams office to ensure all practical and coursework elements of qualifications are completed in line with requirements and all exam entries are accurately submitted.
- Through regular and sophisticated use of school data systems, work in partnership with subject teachers to closely monitor the progress of students and groups of students.
- Identify individual students in need of additional subject specific support, ensuring interventions and guidance are in place at class teacher and, as necessary, departmental level.

Teaching and learning

- Monitor the quality of practice in the department to ensure the quality of teaching and learning, including:
 - work samples
 - lesson observations
 - learning walks
 - review of the quality of feedback
 - homework review
- Through monitoring activities, identify areas for improvement with individual teachers, supporting them to secure consistency in terms of high quality provision for all students.
- Ensure homework is set according to policy in the relevant subject area/s, including the use of online homework systems.
- Support all teachers in the curriculum team to be exponents of the school teaching and learning model, considering how they address challenge; engagement; climate for learning; feedback; progress in the planning and delivery of learning experiences for students.
- Ensure student work throughout the curriculum area is marked and feedback given in line with whole school policy, including the ascribing of levels, grades, the use of formative comments and the opportunity for students to respond to feedback.
- Undertake a teaching commitment as directed and have an enthusiasm for subjects within the curriculum area which motivates, supports and encourages other staff to deliver the best possible provision for students.

Curriculum

- Create (with the curriculum team) well planned schemes of work for all year groups based on the current national curriculum and exam board specifications, ensuring they are kept up to date and regularly reviewed.
- Ensure that the curriculum is appropriately differentiated for groups of students to allow them full access to learning, including most able and talented, students with special educational needs, vulnerable students.
- Where appropriate within the curriculum, ensure that opportunities are grasped to support cross-curricular aspects of learning, including the development of literacy and numeracy skills and spiritual, moral, social and cultural development.
- Develop a curriculum which includes a range of different study skills, including independent learning, research, group activities, use of ICT, problem solving and practical application.
- Broaden learning beyond lessons and bring learning into a real life context by ensuring the curriculum area includes trips, events, visitors and extra-curricular activities to enthuse, engage and inspire.

Leadership and management

- Maintain a current and thorough self-evaluation document for the curriculum area, including an analysis of examination outcomes and a profile of the quality of teaching and learning in the department.
- Through thorough self-evaluation, maintain a team improvement plan which also reflects whole school priorities and supports continuous improvement.
- Uphold and implement all school policies at departmental level, contributing to whole school policy development when appropriate.
- Ensure all aspects of health and safety are fully adhered to at departmental level, in particular with regard to hazardous or higher risk activities undertaken in the subject.
- Effectively manage curriculum area budgets to ensure good value for money and the appropriate resourcing of subject area/s.

- Make significant and frequent contributions to the work of the curriculum team leader group, attending meetings and supporting strategic developments.
- Maintain accurate records of departmental decisions, meetings, interviews and correspondence.
- Ensure all support staff working in the curriculum area are effectively deployed to the maximum benefit of teachers and students.
- Establish trust and credibility with team members, supporting a genuinely collaborative approach and collective values to unwaveringly support the best for students.
- Deploy teaching staff effectively to meet the needs of learners, including beyond lessons (for example development work or departmental projects). Deploy some staff to additional responsibilities commensurate with the upper pay scale.
- Participate fully in staff recruitment and induction processes when associated with the curriculum area.

Professional learning and staff development

- Undertake a role in the appraisal process, setting and agreeing objectives with departmental colleagues and reviewing progress to these targets, including decisions with regard to pay progression in line with school policy.
- Where necessary, act as a mentor for individual teachers within the curriculum area to support their professional development as need dictates, including with professional programmes of support.
- Lead professional learning objectives in the department to support current and effective practice.
- Fully participate in whole school professional learning activities, including leading sessions and groups when appropriate.
- Remain up to date with current research and latest developments in national education practice and policy.
- Act as a leading exponent of effective teaching and learning and its development in school, including innovation.

Collaboration (including teaching school and wider links)

- Contribute to teaching school activities, representing the Minster Teaching School Alliance (MTSA) as appropriate, including at subject networks.
- Liaise with feeder schools and MTSA member schools as appropriate.
- Engage with research both within school and through the MTSA.
- Represent the department at school events, including those for parents.
- Ensure all publications including the website are kept up to date with regard to all departmental information and produce copy to aid the Head Teacher in writing reports for a range of audiences.
- Maintain high quality lines of communication with parents and the wider community, responding to resolve issues with expediency.
- Support the school's remit as a provider of initial teacher training (ITT), including providing school placements, supervision and the relevant support for ITT students.
- Be prepared to offer support and expertise to other schools in MTSA to aid them in the development of high quality provision for their students.

General duties:

- To participate in the appropriate meetings with colleagues and parents relative to the above duties.
- To undertake any task felt appropriate, reasonable and necessary by the Head Teacher.
- To be prepared to renegotiate one's role if and when necessary.

Health and safety:

- It is an employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

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- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
 - The school will endeavor 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 shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Staff Member

Date: _____

Signed: _____ Head Teacher

Date: _____