

POST TITLE: Curriculum Team Leader of Art and Photography with Photography Specialism/Experience	GRADE: MPR2 – UPR3 + TLR2B
RESPONSIBLE TO: Assistant Headteacher	

Responsible for:

The strategic direction and line management of MPR and UPR teachers and TLR holders within the curriculum team. The supervision of staff allocated to work in the curriculum team and the appraisal of those staff allocated as appraisees by the Headteacher.

Purpose of role:

1. Ensure the provision of an appropriately broad, balanced, relevant and differentiated Art and Photography curriculum.
2. Be accountable for student progress within the subject areas of Art and Photography across all Key Stages.
3. Monitor the quality of teaching within the Art and Photography curriculum area.
4. Develop and enhance the teaching practice of others.

Principle Accountabilities:

Strategic Direction and Development

To coordinate, within the context of Chilton Trinity School's aims and policies, the development and implementation of maths in order to raise achievement and improve the quality of the education provided.

1. Raise standards of student attainment and achievement in curriculum area.
2. Be responsible for developing and reviewing the Art and Photography curriculum and overseeing the use of resources and assessments. Keeping up to date with the national developments within Art and Photography.
3. Ensure schemes of learning secure high levels of student engagement and enjoyment.
4. Formulate the aims, objectives and the strategic development plan for Art and Photography.
5. Develop and implement policies and practices within the Art and Photography team.
6. Ensure that strategic plans are underpinned by sound financial planning.
7. Contribute to Performance Management and act as a reviewer for staff.
8. Actively engage in the performance review process.

Operational Management

1. Monitor, evaluate and review the quality of teaching and learning across the team and use this process to negotiate targets and discuss necessary support requirements to develop the effectiveness of staff.
2. Build an effective team with clear expectations.
3. Contribute to, and develop, extra-curricular activities to promote Art and Photography.
4. Take a lead role in preparing the House Art and Photography competitions.
5. Use data effectively to identify students who are underachieving in Art and Photography. Where necessary, in collaboration with class teachers, create and implement effective plans of action to support those students which are actively monitored.
6. Analyse and interpret relevant national, local and school data, plus research and inspection evidence to inform, policies, practices, expectations, targets and teaching methods.

7. Assist with making appropriate arrangements for classes when staff are absent, ensuring cover within the curriculum team by liaising with the relevant staff.
8. Ensure the effective day-to-day management of staff within Art and Photography.
9. Take minutes at Curriculum Team Meetings and distribute.
10. Develop links with governors, neighbouring schools and other relevant local and national agencies.
11. Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school/Trust procedures.
12. Participate in the school's ITT programme including the mentoring of ECTs and PGCE students as appropriate.
13. Implement policies and practices which reflect the school's commitment to high achievement.
14. Manage and support adherence to the Trust and school's policies and procedures.
15. Identify and applaud areas of success for teachers and students.
16. Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards the school and colleagues.
17. Establish a fair and transparent working ethos in which creativity and innovation are valued and encouraged.
18. Be approachable and professional at all times, acting as a positive role model for staff and students.
19. Undertake any other reasonable duties requested by the Headteacher.

Leading Teaching and Learning

1. Ensure curriculum coverage, continuity and progressing in Art and Photography for all students, including any of high ability and those with special educational needs.
2. Undertake regular work scrutiny to ensure that schemes of learning are being followed and work is being appropriately assessed.
3. Ensure that teachers are clear about the teaching objectives in Art and Photography lessons and that they understand the sequence of teaching and learning. Ensure that this is also effectively communicated to students.
4. Create an effective team by promoting collective approaches to curricular and department development.
5. Ensure effective development of students' literacy, numeracy and information technology skills through Art and Photography where possible.
6. Establish and implement clear practices for assessing, recording and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for future improvements.
7. Ensure that information about students' achievements in previous classes and schools is used effectively to secure good progress in the subject.
8. Ensure that students are involved in peer and self-assessment.
9. Maintain discipline in the curriculum team by supporting staff and liaising with parents.
10. Ensure the highest standards of professional conduct and confidentiality at all times.
11. Disseminate of best practice across the Multi Academy Trust.
12. Create a positive, stimulating and changing learning environment for students.

Teaching and Learning

1. Plan appropriate high quality learning experiences for all allocated groups of students; which meets internal and external quality standards.
2. Use knowledge of prior attainment and ongoing assessment data to ensure planned learning activities are appropriate for all students, providing support for students with SEN and challenge for more able students.
3. Mark, assess, grade, record, provide diagnostic feedback and report on students' work regularly in accordance with published school and subject feedback policies.
4. Provide, or contribute to, oral and written assessments for individual students or groups of students.
5. Undertake regular assessments of students' progress, in accordance with published school, subject and examination board assessment requirements; report the outcomes of such assessments to students and parents as appropriate; ensuring all set deadlines are met.
6. Attend parental consultation evenings for all groups of allocated students.
7. Consistently teach lessons so that students make progress, with the aim of delivering outstanding learning across the year.

8. Manage the classroom behaviour of allocated groups of students using the school's published procedures for rewards and sanctions to encourage high standards of punctuality, behaviour, standards of work and homework.
9. Attend all curriculum team meetings and all pastoral team meetings as per staff calendar.
10. Contribute to developments within the subject.
11. Contribute to the delivery of revision, coursework, catch-up and enrichment programmes.
12. Take responsibility for personal professional development and keep up to date with changes to exam board specifications, research and development in pedagogy and subject teaching.
13. Except in emergencies, ensure appropriate cover work is set when unable to fulfil teaching responsibilities.

Other Duties and Responsibilities

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.
2. Be committed to safeguarding and promoting the welfare of children and young people.
3. Be aware of and support difference to help ensure that everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
4. Attend and participate in meetings as required.
5. Ensure that all members of the staff familiar with the school's wider aims and objectives.
6. Undertake any other duty as specified by STPCD not mentioned in the above.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- 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.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- 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.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required 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.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification – Curriculum Team Leader for Maths	Essential (E) or Desirable (D)
Education/Qualifications	
A good Honours degree (in a subject relevant to the position)	E
Qualified Teacher Status and evidence of completion of induction	E
Evidence of continuing professional development relevant to the post	E
A higher degree or management qualification	D
Experience	
Exemplary teaching skills	E
A proven track record of raising achievement & securing high achievement of students	E
The development of schemes of learning across key stages	E
Effective use of assessment for learning or PLCs to engage students in their learning	E
Using a range of strategies to promote positive student relationships & high attainment in an inclusive environment	E
A record of sharing good practice with other curriculum teams or schools	D
Experience of undertaking performance management reviews with colleagues	D
Development of partnerships with other schools, business and the community	D
Teaching experience in more than one school	D
Experience of supporting professional development of colleagues	D
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	E
Skills	
Demonstrate exemplary classroom management and teaching skills	E
Able to communicate clear expectations and hold others to account	E
Ability to establish good relationships within the team	E
Effective communication skills, both written and oral	E
Highly organised with effective time management skills	E
Excellent use of ICT as a teaching and admin tool	E
Attributes	
Able to inspire and motivate others	E
Ambition to progress further in career	D
Demonstrable commitment to extra-curricular/enrichment activities	E
Positive approach to school self-evaluation and an insistence on high standards	E
Demonstrable commitment to implementation of whole school policies and procedures	E
A 'can do' attitude	E
Keen to develop links across the curriculum	E
Committed to the aims of Futura Learning Partnership	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E

--	--