

Job title: Curriculum Team Leader
Responsible to: Principal
Scale: MPR/UPR – Plus TLR payment

Job purpose:

To raise aspiration, embed ambition and drive improvements by ensuring the highest quality provision and outcomes. Actively communicate the DAT's ethos embodied by the core values. Maintain the highest possible personal and professional standards, leading by example at all times. To promote the curriculum area of responsibility within the DAT and beyond. To effectively lead and manage a team of staff in the teaching of subject. To ensure that the highest of standards are established and sustained so that all groups of learners can make good and outstanding progress

Duties and responsibilities

Standards of Achievement

- Work with the Outstanding Practitioner Team to both develop and implement the 'smart curriculum' in all year groups.
- Ensure all assessments are undertaken and that quality marking takes place.
- Regularly analyse data sets to inform intervention and to implement effective intervention programmes that secure at least good progress for all groups of learners.
- Use all agreed strategies to optimise learners' progress in years 10 and 11.
- Attend conferences as required in order to develop and sustain 'best practice'.

Accountability

- Using the DAT's quality assurance framework, regularly undertake learning walks to keep the QA record up to date for all members of staff in your subject area.
- Lead continuous CPD and support in order to ensure that any 'red/amber' areas of practice are effectively addressed.
- Ensure that all requirements of the teachers' standards/DAT Career Stage Expectations are met by the Curriculum Team Leader and by all members of the Curriculum Area.
- Regularly report to the SLT Line Manager as part of the DAT self- evaluation process in order to ensure positive outcomes for all groups of learners.
- Monitor the progress of the Curriculum Area against targets in the Organisation Development Plan (ODP).
- Ensure assessment processes are rigorous, accurate and standardised.
- Ensure that data is used accurately to raise attainment and achievement.
- Predictions should be accurate – within 3%.
- Develop strategies to maximise the effectiveness of the curriculum area including resource and learning environment issues.

- Identify and address under performance or non-compliance by staff in accordance with agreed policies and procedures.

Teaching and Learning

To ensure good and outstanding teaching and learning on a routinely consistent basis by:

- Contributing to the development and implementation of the ‘smart curriculum’ for all year groups.
- Ensuring lesson plans enable all groups of learners to make at least good progress.
- Ensuring progress indicators are used effectively in all lessons or over a series of lessons.
- Promoting a climate for learning that inspires and actively engages learners.
- Ensuring that literacy, numeracy and SMSC are appropriately planned for and delivered.
- Ensuring the behaviour for learning policy is implemented effectively.
- Demonstrating a commitment to developing the best practice by ensuring that there is effective collaboration and networking with other schools and the OP team.
- Ensuring the use of ICT is effective in enhancing learning experiences.
- Undertaking rigorous QA in line with the DAT’s policies and procedures which includes work scrutiny to ensure that the school’s marking and assessment policy supports learners’ progress.
- Identifying areas of strength and development to inform improvements in teaching of all staff within your subject area.
- To complete self-evaluation and department improvement planning activities. Implement an enrichment programme which inspires a love of learning and thirst for knowledge in our learners.

Continuous Professional Development

- Fully support the DAT’s coaching model through the effective implementation of the Triad system.
- To be responsible for the CPD of all members within your Curriculum Area including induction, monitoring and support of new staff.
- Model good and outstanding practice.
- To keep up to date with relevant educational policy and practice to ensure that the curriculum area practice reflects the latest educational thinking.
- To attend and contribute to meetings as required.
- To encourage colleagues to attend voluntary CPD in house workshops.

Management of the Curriculum Area

- Effectively manage a cost centre.
- Ensure regular team meetings with appropriate agendas and minutes.
- Provide regular reports as required, for internal and external audiences.
- Participate in appraisal both individually and of Team Members, in accordance with the DAT’s PMR Policy.

- Regularly liaise with other colleagues as appropriate, including the OP Team, Learner Progress, Learner Support teams and the SENCO to ensure learner progress information is accurate.
- Undertake the line management of any support staff in your curriculum area in line with recognised policies and procedures.
- Ensure that the duties allocated to support staff are commensurate with the relevant job description.
- Ensure that the progress of learners is not limited by short or long term absence of team members.
- Undertake general and specific line management responsibilities which may include absence management meetings.
- To take overall and operational responsibility for Health & Safety within your area of responsibility.

Standard for all jobs

- To perform services not only for Dudley Academies Trust but also for any subsidiary as required.
- To take a proactive role in the identification of personal and group training and developmental needs which support Trust's objectives and to actively participate in the fulfilment of identified training and development needs.
- To contribute to promotional activities both inside and outside the Trust and to assist in the production of promotional and publicity materials as required.
- To operate at all times within both the spirit and the practice of the Trust Equal Opportunities policies.
- To be aware of and work with due regard to safety and safe practice. To meet statutory requirements and to report any hazards/unsafe practices or incidents as appropriate.
- To represent the Trust in the best light at all times.
- To maintain such records and undertake administrative duties as may be determined by the DAT.
- To carry out any other duties in connection with the appointment which may be reasonably determined from time to time by the Chief Executive or line manager.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set in context the framework within which the post holder will operate. It should not be regarded as a legal document nor a set of conditions of service.

The job description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post. Such variations are common occurrences and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed regularly and may be varied in the light of the business needs of the Trust.

Prepared by: Jo Higgins, Chief Executive

Date: June 2019

Name of post holder (*please print*): _____

Signed by post holder: _____

Date: _____

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<u>Knowledge/qualifications</u>			
Qualified Teacher Status	✓		App Form
Relevant Degree in your subject area or a related subject or completion of a subject conversion Course.	✓		App form
Excellent subject knowledge.	✓		App Form/Int
Up to date knowledge of current best practice and curriculum developments.		✓	App Form/Int
<u>Experience</u>			
Successful teaching of the full ability range.	✓		App Form/Int
High Level of Progress and Attainment from Learners taught.	✓		App Form/Int
Evidence of appropriate up-to-date CPD.		✓	App Form/Int
<u>Skills</u>			
Ability to teach your subject area throughout the school, up to and including GCSE.	✓		App Form/Int/MT
Able to contribute to and collaborate with a forward-thinking team.		✓	App Form/Int
Able to demonstrate excellent classroom management.	✓		App Form/Int
Able to use ICT to support learning.	✓		App Form/Int
<u>Additional factors</u>			
Able to engage, inspire and foster a love of your subject area.	✓		App Form/Int
Successful involvement in enrichment activities.		✓	App Form/Int
Commitment to the mission and vision of the Trust.	✓		App Form/Int
Respect and value diversity and promote equality.	✓		App Form/Int
Understand responsibilities related to all aspects of learners' safety and welfare.	✓		App Form/Int
<u>Safeguarding</u>			
Must be suitable to work with young people and vulnerable adults		✓	App Form/Int/Checks

