



Job Profile

Curriculum Team Leader

Date: December 2024

Job context

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. There are over 1,100 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

Job purpose

- To ensure that the aims of the school are put into practice and that high standards of work and behaviour are maintained.
- To manage and co-ordinate the work of the department, devising and implementing appropriate systems to deliver the National Curriculum and relevant courses at Key Stages 3, 4 and 5 and assess pupils' work.
- To be the lead professional ensuring that all statutory requirements are met and striving for the highest standards of teaching and learning.
- To be a member of the school's Middle Leadership Team and to share in its responsibilities.
- To contribute to the spiritual, moral, social and cultural development of all pupils in the school.
- To undertake any additional duties or responsibilities as reasonably determined by the Headteacher.

Accountable to

- A member of the school's Leadership Team

Accountable for

- Line management of all relevant department staff
- Appraisal of individuals as agreed with the Headteacher

Key Accountabilities

- As the lead professional to provide strategic oversight and day-to-day management for a team of colleagues to establish, develop and review policy.
- To contribute to the development of all aspects of the school as a member of the Middle Leadership Team.
- All staff have a responsibility to keep pupils safe and to protect them from abuse, neglect and safeguarding concerns.

Management of Teaching and Learning

- To provide for the learning experiences of pupils in and beyond the classroom, and to lead a team of colleagues in developing the highest quality teaching and learning strategies.
- To ensure that all statutory requirements are met in relation to the teaching and assessment of the subject(s).
- To undertake professional development activities as appropriate to ensure familiarity with recent research relevant to teaching and learning in the subject(s).

Team working and collaboration

- To lead and manage a team of colleagues in developing strategies to put agreed policy into practice.
- To line manage key personnel, as directed by the Headteacher, in order to support the teaching and learning programme.

Management of Financial and Physical Resources

- To develop, maintain and control financial and physical resources in the subject area(s) and any other area as directed by the Headteacher.
- To organise and maintain a stimulating working environment appropriate for the range of activities taking place.
- To take responsibility for resources and the environment.
- To support the establishment and maintenance of attractive displays of pupils' work, both within classrooms and other designated areas of the school.

Evaluation and Quality

- To monitor and assess pupils' work and use assessment to inform planning and identify individual needs.
- To keep records of pupils' progress and report achievements in line with school policy and statutory requirements.
- To participate in the Performance Management process as directed by the Headteacher.

Administration

- To maintain records and carry out procedures to satisfy all school policies.
- To ensure that appropriate work is set for pupils during any absence from school, where possible.
- To direct the work of the Curriculum Support Assistants for allocated hours if appropriate

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