

CATERHAM HIGH SCHOOL

Job Description

Caterham High School

Job title: Deputy Curriculum Leader: Business & Computing (Computing Specialist)

Salary: Scale: Main Scale or UPS – Outer London with TLR 2c

Contract type: permanent, full time

Reporting to: Line Manager of curriculum or subject area

Responsible for:

- Deputising for the Curriculum Leader with responsibilities of management and leadership within the department.
- The provision of a full learning experience and support for students

Liaising with: Head and Deputies, SLT, line manager, relevant non-teaching support staff, LEA representatives, external agencies and parents. To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.

Main purpose:

- To support the Curriculum Area Leader and to deputise when and where appropriate.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To act as a Deputy Curriculum Leader and be responsible for leading and developing their relevant area of the curriculum
- To develop and enhance the teaching practice of others
- To monitor and support the overall progress, attainment and development of students as a manager within the curriculum area
- To develop a rich extra-curricular business & computing programme

Operational/ Strategic Planning:

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area.
- The day-to-day management, control and operation of curriculum area provision within the department as directed by the Curriculum Leader.
- To assist in monitoring student progress and attainment, taking action and implementing intervention as appropriate to address underachievement and promote high standards and outcomes.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.
- To assist the Curriculum Area/Subject Leader to identify resource needs and to contribute to the efficient /effective use of physical resources

Curriculum Provision and development:

- To liaise with the Curriculum Area/Subject Leader to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
- To support curriculum development within the whole department with particular emphasis on the relevant curriculum area.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Curriculum Area/Subject Leader to maintain accreditation with the relevant examination and validating bodies.

Professional Development and deployment of Staff:

- To work with the Curriculum Area/Subject Leader and Deputy Head to ensure that professional development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to Performance Management of Staff and to act as leader or line manager for a group of staff within the designated department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective efficient deployment of classroom support.
- To participate where appropriate in the school's ITT programme.

Engage with the Quality Assurance systems of the school:

- implementing school quality procedure systems to ensure a high quality learning experience for students which meets internal and external quality standards
- by reviewing from time to time methods of teaching and programmes of work
- by taking part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- To assist in the process of the setting of targets within the department and to work towards their achievement.
- To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department.
- To seek/implement modification and improvement where required within the relevant curriculum area

Management of Department Information:

- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To assist in the use of analysis and evaluation of performance data, including the co-ordination of revised assessments and the monitoring of set movements.
- To help to produce reports within the quality assurance cycle.
- To assist in the production of reports on examination performance, including the use of value-added data.
- To assist in the of identification exam entries within the department
- To contribute to the school liaison and marketing activities, e.g., the collection of material for press releases

- To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.
- To actively promote the development of effective subject links with external agencies

Duties of a main scale teacher:

- All staff are expected to carry out the duties of a main scale teacher as laid out in the Main Scale Job Description for Caterham High which clarifies standards of professional conduct and expectations.

I have read, understood and accept the above job description.

Last review date: September 2021

Next review date: September 2022

Headteacher's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

Appendix: Main Scale Job Description