

Name		<b>Alec Reed Academy</b>
Post No.		
Date drafted	April 2013	<b>Job Description</b>
Date reviewed	April 2021	



**ALEC REED  
ACADEMY**  
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that a ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

### MANAGEMENT DETAILS

Job Title	<b>Deputy Curriculum Leader</b>
Location/work base	Curriculum subject area
Grade	TLR2b
Reporting to:	The Board of Trustees through the Principal
Line Manager	Curriculum Leader
Posts directly supervised:	Designated staff in the subject team
Staff or contractors indirectly supervised	

### THE MAIN PURPOSE OF THE JOB

**Purpose:**

- To be responsible to your Curriculum Leader for ensuring the effective co-ordination of all aspects of teaching in the key stage/phase
- To contribute to the effective leadership of the curriculum area
- To contribute to the monitoring of standards of performance and teaching and learning
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the key stage, in accordance with the aims of the Academy and the curricular policies determined by the Principal and Governing Body
- To ensure that the Academy and Curriculum Area's aims are put into practice and lead the drive for continuous improvement
- To develop and enhance the teaching practice of others
- To initiate and contribute to the oversight of staff and the development and maintenance of resources within the curriculum area
- To contribute to ensuring that the Academy is a disciplined, well-ordered place for purposeful learning

**Targets:**

To be agreed upon appointment and updated as part of annual cycle of Appraisal and review.

## Key Areas of Responsibility:

### 1. Curriculum

1.1 The Deputy Curriculum Leader is responsible for producing schemes of work and assessment which complies with:

- i) National requirements.
- ii) The published aims and objectives of Alec Reed Academy having particular regard to its obligations as an Academy.
- iii) The Academy's overall policies or methodologies and assessment systems as defined by the Principal and Chief Executive.

1.2 The Deputy Curriculum Leader is responsible for securing and monitoring the implementation of schemes of work by staff responsible within their Key Stage and trainee teachers on teaching practice.

1.3 The Deputy Curriculum Leader is responsible for the management and organisation of coursework, internal examinations, moderation and teacher assessment within their Key Stage.

1.4 The Deputy Curriculum Leader is expected to be familiar with local and national developments and to advise their Curriculum Leader and Assistant Principal as required.

### 2. Staffing

The Deputy Curriculum Leader is required to:

2.1 Contribute to the appraisal process both in terms of his/her own performance and also the performance of staff for whom they are responsible.

2.2 Negotiate targets as well as supervise and support the work of subject staff and trainee teachers on teaching practice.

2.3 Carry out and secure the carrying out by subject staff of Academy Policy and procedures as defined by the responsible Assistant Principal and the Principal.

2.4 Assist in the appointment of staff as requested in association with their Curriculum Leader and their deployment in the timetable in consultation with the Principal and Assistant Principal.

2.5 Support the professional development of staff by identifying Professional Development needs and, in conjunction with their Curriculum Leader, ensure its provision.

### 3. Students

3.1 The Deputy Curriculum Leader is responsible for the good conduct of students within the subject and providing support to staff where necessary. Where required, liaison should occur with the appropriate Key Stage Learning Leader or Manager as well as their Curriculum Leader and Assistant Principal.

3.2 The Deputy Curriculum Leader should be available to advise students and their parents on all matters concerning their studies, examination and progression.

### 4. Management

The Deputy Curriculum Leader is expected to:

4.1 Hold regular meetings with the staff they manage and provide feedback on issues discussed with their Curriculum Leader.

4.2 Liaise with their Curriculum leader in the allocation of responsibilities amongst subject staff.

4.3 Be responsible to their Curriculum Leader for: the condition of the subject teaching rooms, resources and materials; maintaining and developing stocks of teaching materials; encouraging the creation of stimulating displays; maintaining records in accordance with Academy policy and supplying reports and information as necessary; contributing to the production of annual results report and analysis in association with their Curriculum Leader to the Principal in the Autumn term; contributing to the production of the annual improvement plan as part of the Academy Integrated Improvement Planning process, as well as contributing to the evaluation of existing improvement plans; helping to ensure that the curriculum area's allocated budget is spent in accordance with the Improvement Plan and that that value for money is sought; contributing to ensuring that all subject staff are involved in the Improvement Planning process.

### 5. General

The Deputy Curriculum Leader is required to:

5.1 Encourage and support the provision of enrichment activities, including the Academy specialism of Enterprise.

5.2 Promote the ethos of the Academy.

5.3 Be tutor to a form group.

5.4 Undertake such duties as their respective Curriculum Leader and Assistant Principal may determine as reasonably falling within the role of Deputy Curriculum Leader.

5.5 Undertake whole Academy duties as may be reasonably determined by the Principal.

**The detail determined here refers to the particular responsibilities of a Deputy Curriculum Leader. In addition each Deputy Curriculum Leader is required to carry out their duties of a Teacher as set out in the Conditions of Employment as adopted by the Academy and as outlined in the Teacher Job Description.**