

THE RAMSEY ACADEMY, HALSTEAD

Job Description – Deputy Curriculum Leader

Job title	Deputy Curriculum Leader
Responsible to:	Headteacher, line managed by Curriculum Leader.
Responsible for:	Student progress and achievement Effective teaching in the specified subject area Assisting the Curriculum Leader in the efficient leadership of the subject.
Salary/grade	MPR/UPS plus TLR2C (currently £3,348)

Main purpose:

- Carry out the duties of school teacher as set down in the Teacher's Pay and Conditions documents.
- Work with the Curriculum Leader to ensure that students achieve to the best of their potential.
- Use data effectively to identify areas of weakness and plan appropriate interventions.
- Support other faculty members to use data effectively to identify areas of weakness and plan and execute challenging and differentiated lessons.
- Maintain high academic standards.
- Generate and maintain enthusiasm for the subject(s) in both students and staff.
- Support the team ethos within the faculty promoting a mutually challenging and supportive teaching environment.
- Contribute to ongoing curriculum development within the Curriculum Area.

Main tasks:

A Deputy Curriculum Leader may take responsibility for a subject(s) within a faculty which has multiple subjects or a key stage within a single subject faculty or designate roles as agreed with the Curriculum Leader.

The main tasks are outlined below and will vary according to whether the faculty areas has single or multiple subjects within it.

1. Student Achievement

The Deputy Curriculum Leader can expect to undertake specific tasks relating to student achievement as directed by the Curriculum Leader. This may involve:

- The analysis of data for all students taking a subject within the department or a key stage in a single subject area.
- Devise and implement key interventions.
- Provide support for colleagues within the Curriculum Area for the monitoring and effectiveness of identified interventions.
- Ensure that reports are written, checked and submitted to meet deadlines.

2. Teaching and Learning

- To be instrumental in the development of specific Schemes of Learning within the Curriculum Area.
- To contribute to the development of the Curriculum Area's capacity to achieve consistent good/outstanding standards of teaching and learning as directed by the Curriculum Leader.

3. Monitoring and Evaluation

- To contribute to the organisation and implementation of monitoring and evaluating activities, for example, learning reviews, assessment reviews, and moderation of common assessment tasks.

4. Strategy and planning for improvement

- Make a significant contribution to producing the Curriculum Area Improvement Plan.
- To take some responsibility for the implementation, monitoring and evaluation of the Curriculum Area Improvement Plan.

5. Student work ethos and behaviour

- Promote a positive profile of the Curriculum Area within the learning area.
- Support colleagues in maintaining positive learning behaviours, especially within the designated subject or key stage area of responsibility.

6. Parental involvement

- Deputise for the Curriculum Leader in meeting parents with concerns and inform the Curriculum Leader of any required actions.
- Contact parents as directed by the Curriculum Leader in the event of good or poor student progress/behaviour.

7. Staffing management and leadership

- Performance manage identified colleagues within the Curriculum Area.
- Line manage identified colleagues within the Curriculum Area.

8. Organisation and administration

- Deputise for the Curriculum Leader, organising and chairing meetings when necessary.
- Liaise with outside agencies and partners as directed by the Curriculum Leader.
- Contribute to the organisation of internal exams where appropriate.
- Take responsibility for external exam entries where appropriate.
- Take responsibility for syllabus choice where appropriate.

9. Learning beyond the classroom

- Support the development of clubs, trips and visits to extend students' experience of the designated subject beyond the classroom.

10. Resources, Health and Safety

- Maintain an inventory of key stage or subject resources within the Curriculum Area.
- Contribute to the planning and management of financial resources within the Curriculum Area. This may include having control of a specific subject budget.
- Support the Curriculum Leader in ensuring that all colleagues observe best practice as outlined in the Safeguarding Policy.

In addition you will be required to fulfil any reasonable task as determined by the Curriculum Leader or SLT.