

Job Description

Post:	Director of Curriculum (allocated)
Reporting to:	Deputy Headteacher
Responsible for:	Subject Leaders
Terms:	TLR 1b

General Responsibility

All school staff are expected to:

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Main Purpose/Key Performance duties

- Being responsible and accountable for the quality of teaching and learning within the allocated curriculum areas.
- Being responsible and accountable for the work of all colleagues working within the allocated curriculum and areas.
- Being responsible for the outcomes and progress rates of all students in mathematics.
- Leading the mathematics faculty's behaviour, discipline and rewards practices.
- Planning CPD within the faculty and liaising with the SLT lead on CPD.
- Promoting the overall effectiveness of the faculty's work so furthering the aims of the school.
- Keeping abreast of the latest ideas in the work of the faculty and proffering advice on school policy to the Headteacher and various persons and committees relating to the subject area and the curriculum in general.
- Co-ordination and management of budgets and resources within the faculty.
- Form Tutor.
- Line manage relevant staff as part of the school's performance management policy.

Specific Responsibilities to post

- The regular reviewing of teaching and learning within the faculty through observation, monitoring, book scrutiny, student voice and analysis of performance data.
- Administrative matters within the Faculty.
- Discussion with colleagues about timetable deployment.
- Co-ordinating the work of any non-teaching staff deployed to work within the Faculty.
- The provision of syllabuses and schemes of work and their regular review.
- The selection of text books and other appropriate materials.
- Shaping faculty policy on homework and marking in line with school policy.
- The organisation of tests, examinations and assessments within the constraints of school, subject area, GCSE, A-level and other demands.

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- The provision and overall supervision of examination entries relating to the faculty and the provision of details of internal examinations.
- The moderation of colleagues' assessments, both formative and summative.
- The setting of pupils where appropriate.
- Being responsible for the Faculty Development Plan: its creation, implementation, monitoring and review.
- Convening faculty meetings, arranging agendas and circulating minutes. Participating in working parties and other meetings. Co-ordinating meetings with Primary School colleagues and with other agencies.
- Communicating with parents on matters related to the faculty.
- The duties of the Form Tutor as described in the Role of Form Tutor.
- Other activities considered necessary to fulfil the responsibilities of the post.
- Such duties of a similar nature as may reasonably be directed by the Headteacher.

This job description is intended as a guide only and not as an exhaustive list of duties relating to this post. The post holder may be asked to carry out tasks that are not specifically described in detail on this job description but which are deemed appropriate for the post holder to fulfil. The job description may vary, after consultation, to reflect the changing needs of the school by either by the Headteacher or another member of the Senior Leadership Team.