

# JOB DESCRIPTION



EAST RIDING  
OF YORKSHIRE COUNCIL

**Job Title:** Director of Curriculum Area

**Reporting To:** Assistant Headteacher

**Line Reports:** Classroom Teachers and those with Teaching & Learning Responsibilities

## Overall Purpose of the Job

Under the overall direction of the Headteacher, support the strategic leadership of the school by direction, management and professional responsibility for a designated curriculum area, creating and maintaining a productive learning environment which is engaging and fulfilling for all students and fosters the continuous improvement of the quality of education offered by the school.

## Principal Accountabilities:

- Support in the formulation of the School's aims, objectives and development plan, playing a significant role in driving the school, its staff and students towards these goals and raising student achievement.
- Establishing policies which support the strategic direction of the school and its aims and objectives.
- Lead, manage (including Performance Management) and coordinate teams of staff within their area of responsibility so that they are engaged and actively delivering the School Development Plan's major strategies and initiatives.
- Monitoring & Evaluating the progress within the School towards achieving its goals.
- To take part in whole school duties such as lunch, break, zoning, start and finish.
- To provide support and challenge in enhancing standards of teaching and learning across the school, leading by example, mentoring, training and coaching staff where appropriate.
- To make management and organisational decisions as appropriate to their role, knowing when to refer to their Line Manager.
- Accountable for budget expenditure within their areas of responsibility.
- Attendance at Extended Senior Leadership Team, Governors and other meetings as deemed appropriate for the role.
- Engage effectively with parents and other members of the community to develop constructive relationships that support the School in realising its objectives.
- Undertake any professional duties reasonably delegated by the Senior Leadership Team.

A broad indication of the types of duties are as follows:

- Implement agreed strategies to improve monitor and evaluate teaching and learning standards within their Curriculum Area.
- Responsible for the design, development and delivery of effective curriculum provision within their Curriculum Area.
- Responsible for the direct line management of staff members within their Curriculum Area so that they understand, and are actively implementing, the School's Development Priorities.
- Accountable for their Curriculum Areas examination results and responsible for coordinating appropriate intervention where necessary.
- Take an active part in School initiatives to impact on wider areas of the School such as parental engagement, and ensure that communication with the School's stakeholders is effective and appropriate.
- Contributing to School wide CPD, designing and delivering training where needed.

## General Information:

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.



HEADLANDS SCHOOL  
SINCE 1965



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