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| Blessed William Howard    Catholic High School | Rowley Avenue, Stafford ST17 9AB  Tel: 01785 244236  Email: office@bwh.staffs.sch.uk www.bwh.staffs.sch.uk |

 Principal: Mr K. J. Brown BSc (Hons) PGCE NPQH

# Part of The Painsley Catholic Academy

**Curriculum Leader**

**(Plus TLR)**

[Negotiable starting point on MPS or UPS for suitable candidates]

**Job Description**

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| **Post Title** | **Curriculum Leader for : Head of Business and Economics** |
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| **Purpose** | * To raise standards of student attainment and achievement within the curriculum area and to monitor and support student progress. * To be accountable for student progress and development within the subject(s). * To develop and enhance the teaching practice of others. * To ensure the provision of an appropriately balanced, relevant and differentiated learning experience (including assessment for learning) for students studying the subject(s), in accordance with school’s Mission Statement, aims and curricular policies determined by the Local Governing Board and Principal. * To lead manage and develop the curriculum area. * To manage and deploy teaching/support staff and financial and physical resources within the department to support students and ensure high standards of progress. * To ensure that the work in the curriculum area fully reflects the school’s distinctive Catholic ethos and mission. * To ensure that the work in the curriculum area reflects the school’s aims and objectives. |
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| **Reporting to :** | Senior Assistant Principal (Line Manager), Principal, Local Governing Board |
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| **Responsible for :** | Staff whose posts are primarily within the department : teaching staff, support staff designated to work primarily within the subject area, any Assistant Curriculum Leader(s) plus other staff who teach within the department. |
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| **Liaising with :** | Relevant (Line Manager) or Assistant Principal (Line Manager), Assistant Principal (Learning Support/Inclusion), other Curriculum Leaders, relevant staff with crosscurricular responsibilities, relevant non-teaching support staff, Local Authority subject inspectors/consultants, parents, Principal, LGB (especially link Governor). |
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| **Working Time :** | 195 days per year. Full time as specified within the STPCD |
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| **Salary/Grade :** | Plus TLR |



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*Registered office address: Station Road, Cheadle, Staffordshire, ST10 1LH*

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| **Operational/**  **Strategic Planning** | • | To lead the development of personalised learning via appropriately differentiated schemes of work, resources, marking policies, assessment for learning and teaching strategies within the subject. |
|  | • | To provide and update a departmental handbook which gives clear guidance on the above. |
|  | • | To ensure that assessment and marking within the department supports target setting and promotes effective learning. |
|  | • | To be responsible for the day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources. |
|  | • | To monitor pupil performance actively and regularly via an effective departmental system, in accordance with school policy, which tracks student progress. |
|  | • | To provide regular feedback for pupil progress tracking. |
|  | • | To devise strategies for tackling under-performance of individuals or groups identified via progress tracking. |
|  | • | To consider the most effective way of implementing school policies and procedures within the department which will ensure consistency across all departmental members e.g. Behaviour and Anti-Bullying Policy, Performance  Management Policy, Equal Opportunities, Health and Safety. |
|  | • | To lead departmental colleagues in formulating aims, objectives and improvement plans for the department which have coherence and relevance to the needs of students and to the strategic and operational plans of the school. |
|  | • | To be responsible for the financial management of the department and ensure that it reflects the needs of students within the subject area and the school priorities and targets in the School Improvement Plan (SIP). |
|  | • | Within the context of the SIP and the School Self Evaluation Policy, to engage actively in departmental self-review, action planning and the subject SEF at appropriate times in the planning/evaluation cycle. |
|  | • | To ensure that Health and Safety policies and practices, including Risk  Assessments, throughout the department are in line with national requirements and are up-dated where necessary, liaising, as appropriate, with the school’s Health and Safety Officer. |
|  | • | To increase opportunities for students through the active promotion of extracurricular activities. |
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| **Curriculum Provision :** | • | To liaise with the relevant Assistant Principal (Line Manager) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme in line with school aims and objectives. |
|  | • | To be accountable for the development and delivery of the subject. |
| **Curriculum**  **Development :** | • | To lead curriculum development for the whole department, working with the Assistant Curriculum Leader where such a post exists. |
|  | • | To keep up to date with national developments in the subject area and in teaching practice and methodology. |
|  | • | To monitor actively, and respond to, curriculum development and initiatives at national, regional and local levels. |
|  | • | To be ready to explore, prepare and deliver alternative provision 14 – 19. |
|  | • | To liaise with the Examinations Secretary to maintain accreditation with the relevant examination and validating bodies. |
|  | • | To ensure the development of the subject is in line with national developments. |
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| **Staff Development/**  **Recruitment/**  **Deployment** | • | To work with the relevant Senior Assistant Principal to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. |
|  | • | To be ready to share identified good practice within and beyond the department. |
|  | • | To continue own professional development as agreed Senior Assistant Principal. |
|  | • | To be responsible for the efficient and effective deployment of any support staff (e.g. technicians or Teaching Assistants). |
|  | • | To undertake Appraisal reviews and to act as Reviewer for a group of staff within the department. |
|  | • | To ensure appropriate arrangements for classes are in place when staff are absent, liaising with the Cover Manager, where necessary, to secure appropriate cover within the department. |
|  | • | To participate in the selection process for teaching posts, when required, and to ensure effective induction of new staff in line with LA guidance and school procedures and ethos (Induction in the Catholic School). |
|  | • | To promote teamwork and to motivate staff to ensure effective working relations. |
|  | • | To participate in the school’s ITT programme, if appropriate and as agreed with the Line Manager/ITT Co-ordinator. |
|  | • | To be responsible for the day-to-day management of staff within the department and to act as a positive role model. |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: September 2018