

## Local Job Description – Head of Core Curriculum

*Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development. Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.*

<b>Post title:</b>	Head of Core Curriculum
<b>School:</b>	The Key Education Centre
<b>Grade:</b>	Teaching pay scale + TLR 2 50% teaching timetable
<b>Department:</b>	Curriculum
<b>Reports to:</b>	Assistant Head Teacher – Pedagogy, Progress and Curriculum

<b>Employment Conditions</b>
The post holder will be employed on School Teachers' Pay and Conditions and will be expected to carry out tasks within the range of teachers' duties set out in that document
<b>Relationships</b>
The teacher will be accountable to the Assistant Head teacher for Pedagogy, Progress and Curriculum and through them to the Head teacher
<b>Job purpose</b>
1) To be responsible for leading the Core Curriculum Team 2) To provide an effective and relevant education for pupils studying the Core Curriculum

### Management of Teaching and Learning:

- To be responsible for the quality assurance of the Core Curriculum
- To ensure personalised interventions are provided for pupils that have significant learning gaps or additional needs
- To ensure staff deliver differentiated work to meet the needs of individuals and groups, promoting progression and quality of learning
- To use relevant strategies to ensure a purposeful learning environment
- To tailor the curriculum offer to meet the needs of a transient population
- To ensure accreditation is available for all pupils in core subject areas
- To provide for the pastoral welfare of all pupils and take responsibility for a tutor group as required

### **Management of People:**

- To line-manage the Core Curriculum Team members including all aspects of performance management and reviewing.
- To work as a member of the team, attending meeting, planning collaboratively, sharing information, ideas and expertise across the school
- To work within a multi-agency dimension and liaise as directed with a range of agencies in order to meet the needs of pupils
- To work within an attachment focused and trauma informed community as detailed in the school vision
- To work alongside colleagues in mainstream schools and to take an active role in reintegration programmes as directed
- To communicate with parent(s)/carer(s) where appropriate to establish positive relationships

### **Evaluation and Quality:**

- To implement the school quality assurance calendar and processes
- To oversee the progress of all pupil outcomes in the Core Curriculum area
- To mark, monitor and assess pupils' work and use assessments to inform planning
- To set and monitor targets for pupil progress and to feed into individual education plans
- To maintain records on the progress of all pupils and to report into the data and performance monitoring process
- To make an active contribution to the School Improvement Plan (SIP) and Self Evaluation Form (SEF)
- To oversee, support and maintain all schemes of work across the Core Curriculum team

### **Management of financial and physical resources:**

- To identify and purchase appropriate teaching resources within an allocated budget
- To ensure pupils' work is displayed in the classroom and other designated areas as directed
- To organise and maintain a stimulating work environment
- To supervise the care of materials, furniture, rooms and the safety of pupils.

### **Accountabilities**

- To form part of the Senior Leadership Team
- To design and implement a strategic plan for the development of the Core Curriculum, including transition processes between local schools for pupils that require this
- To be responsible for providing a high quality Core Curriculum to the pupils
- To have accountability for meeting performance indicators in the departmental area
- To deliver appropriate examination specifications or accreditations
- To produce reports as required
- To carry out performance management reviews for all Core Curriculum team members
- To provide training to staff as required

## Notes

- Other tasks may be considered necessary by the Head teacher in view of the changing priorities of the school
- Some tasks may be modified to reflect the School Improvement Plan
- All staff are expected to undertake training as appropriate with the aim of increasing professional skills and expertise
- May require training in holding / approved restraint techniques for dealing with particular children

***This job description can be reviews and may be subject to modification or amendment at any time after consultation with the post holder.***

### PERSON SPECIFICATION – HEAD OF CORE CURRICULUM

ESSENTIAL	DESIRABLE
QTS or equivalent	Post-graduate study
Evidence of leadership and management	SEND specific qualifications
Significant teaching experience in a Core Curriculum subject area	
Current knowledge of mainstream Core Curriculum offers and processes	
Evidence of experience in using data to inform development plans	
Ability to lead a team of teachers	
Evidence of successful teaching in a Core Curriculum area	
Ability to cope with emotionally demanding pupils and situations	
A commitment to working towards the creation of an attachment focused and trauma informed practice community in the school	