

Job Description

Job Title:	Head of Curriculum and Teaching and Learning
Salary:	MPS/UPR + TLR 2C
Responsible to:	Headteacher, Senior Assistant Headteacher (Director of Primary Standards), Assistant Headteacher
Date of Job Description:	April 2021

Primary purpose of the Role:

Securing in consultation with the senior leadership team outstanding education within the allocated subjects for all young people in Nursery to Y6 at Unity Academy, ensuring consistently high expectations of students and outcomes, which improve year on year.

Ensuring a purposeful, positive and disciplined culture and ethos within the delivery of allocated subjects, with strong progress and attainment outcomes for students in Reception to Y6. Thereby, ensuring a high quality education for all students.

Ensuring the key elements of quality of education (Intent, Implementation and impact) and leadership are all of a very high standard within the allocated subjects across N to Y6.

Working in association with line managers overseeing, as appropriate to this role, staffing and resource management to ensure the school is financially secure and operating within budget.

Main Responsibilities:

Professional Standards: Meeting the professional standards for teachers, core and threshold, as applicable to the post-holder and as revised in the most recent update of the School Teachers Pay & Conditions document.

Acting as a class teacher, carrying out all reasonable duties associated with this role.

Strategic and Operational leadership of the allocated subjects across R to Y6, in particular ensuring that high quality teaching and learning is embedded daily within these subjects. Strategic and Operational leadership of all self-evaluation within the allocated subject areas (across R to Y6) including producing and monitoring any required improvement plans.

In carrying out their duties, all senior post holders will be required to implement the policies of the Fylde Coast Academy Trust and the Academy Council.

Main Duties: Core Responsibilities

- To fulfil requirements of a classroom teacher to Core and Post Threshold standards as defined in the generic job description for teachers.
- To act as a class teacher, carrying out all duties associated with this role.
- To ensure a commitment to safeguarding is evident in all actions taken.
- To ensure all actions taken are in line with the requirements of the DfE guidance and academy policies on safeguarding and child protection.
- To have a good knowledge and awareness of the academy improvement plan.
- To be aware of the staff handbook and the policies within, acting in accordance with them.
- To attend and contribute where appropriate to all meetings as designated by the Principal.
- To play a full professional role with regard to Health & Safety, taking a lead role for Health & Safety within the faculty.
- To act as a member of a duty team where required and reasonable.
- To communicate and consult with parents about individual student progress as necessary.
- To attend parents' evenings.
- To proactively support other academies within the Fylde Coast Academy Trust as considered necessary or as required.
- To carry out efficiently and effectively specific administrative and organisational tasks allocated to the role.
- To maintain and further develop high standards of Teaching & Learning within the allocated curriculum areas, through regular monitoring and coaching and by personal example.
- To play an active part in the development of curriculum improvement plans including taking overall strategic lead for aspects of the plan.
- To perform the duties of Appraisal Reviewer for identified support staff, teachers and Leaders:
 - Reviewing annually the performance of these support staff, teachers / Leaders and setting new objectives in line with the FCAT policy and procedures.
 - Making recommendations on pay progression based on academy policy and consistently applied standards to the Principal
- To challenge underperformance at all levels ensuring effective corrective action and follow up;
- To manage delegated budgets to ensure that costs remain in line with budget.
- To encourage staff and students, by personal example, to participate in all aspects of academy life.
- To ensure that the character and reputation of the academy is highly regarded and maintained.
- To manage own workload and that of others to allow an appropriate work/life balance.

Main Duties: Specific Responsibilities

Quality of Education

- Ensuring an ambitious curriculum is in place to provide all learners with both knowledge and cultural capital.
- Responsible and accountable for standards of achievement and progress against annual targets of all students for the agreed group of subjects across N to Y6.
- Ensuring that high expectations prevail with high standards of achievement and progress in these subjects across N to Y6.
- Responsible for policy planning and development for maximum student success.
- Plan, implement and evaluate strategies where improvement needs are identified within the agreed group of subjects across N to Y6.
- Responsibility for maintenance and analysis of student tracking systems, consistent with the academy policy, arranging and monitoring the impact of intervention on students to ensure maximum progress across the agreed group of subjects in R to Y6.
- Provide SLT and governors with relevant, subject, curriculum or student performance information.
- Take a lead role in rapidly improving outcomes within the subject areas you are responsible for, ensuring that all students make progress in all subjects.
- Responsible for overseeing subject planning, curriculum coverage and learning outcomes for the agreed group of subjects across N to Y6.
- Responsible for the setting the strategic directions of the curriculum areas that you manage across N to Y6 with regards to teaching and learning, ensuring that all staff are engaged in improving their own practice.
- Ensure optimum student learning underpins all decision making and planning.
- Ensure the highest quality assessment for learning for the agreed group of subjects across N to Y6.
- Lead the development and enhancement of pedagogy within the agreed group of subjects across N to Y6 with academy and faculty priorities.
- Ensure these pedagogies are consistent and effective, through rigorous planning, monitoring, evaluation and review, training and support.
- Maintain personal expertise and act as a role model for excellent classroom practice, modelling effective strategies and sharing/coaching other teachers.
- Monitor and evaluate standards of teaching, identifying areas for improvement and acting to address these without delay.
- Monitor and assess the standard of student work and feedback within the agreed group of subjects, taking steps to improve any areas of inconsistency.
- Plan, implement and demonstrate the impact of strategies to improve teaching.
- Be inspirational and dynamic in your own approach to teaching including ensuring that practical learning plays a high profile within the subjects that you oversee.

Behaviour and attitudes

- Responsible for standards of behaviour and attitude within the agreed group of subjects across N to Y6 (working alongside Heads of Year)
- Ensure optimum conditions for effective teaching and learning prevail.
- Responsible for improving the standards of student behaviour within the agreed group of subjects across N to Y6.
- Responsible for ensuring that students develop a love of learning and a passion for the subjects within the faculty

Personal Development.

- Ensure curriculum promotes beyond the academic and provides opportunities for broader development of children's learning including being physically and mentally healthy.
- Responsible for ensuring there are planned activities to prepare learners for life in Britain. British values, appreciation of diversity, being respectful, responsible citizens.

Leadership and Management

- Provide strong, effective, clear and purposeful leadership of the agreed group of subjects across N to Y6.
- Responsible for self-evaluation and improvement planning for the agreed group of subjects across N to Y6.
- Assist in the induction, support and monitoring of new staff including NQT/Teach First.
- Act as an appraisal reviewer for identified teachers and leaders, reviewing annually the performance of these teachers and setting new objectives.
- Responsible for implementation, monitoring and review of curriculum policies and their impact related to the subjects for which you are responsible.
- Initiate and review curriculum developments focussed on raising attainment.
- Provide rigorous, challenging and supportive line management for the subjects for which you are responsible.
- Working alongside the other curriculum leaders ensure that quality of teaching reviews are conducted for all teaching staff across N to Y6 taking into account self-evaluation findings from all subjects.
- Continue to take an active interest in your own CPD and that of others.
- Define and agree appropriate improvement targets for the agreed group of subjects across N to Y6. taking a lead role in demonstrating the impact for these.
- Provide dynamic leadership and structure within the primary phases ensuring that standards rise rapidly.

Accountability

- Accountable for the standards of achievement (attainment and progress) of all students in for the agreed group of subjects across N to Y6.
- Ensure that appraisal arrangements are executed appropriately.
- Accountable for the effective implementation of improvement plans for the agreed group of subjects across N to Y6.
- Accountable for the standards of teaching and behaviour within the agreed group of subjects across N to Y6.
- Accountable for a positive, purposeful and productive team spirit within the teams you line manage.
- Line management responsibility, substantial direct and indirect responsibility for teaching and support staff.
- Planning the deployment of staff expertise to achieve improvement objectives.
- Accountable and responsible for the well –being of people within the faculty.

Flexibility

The above represents a broad outline of the specific duties and responsibilities currently attached to the role of Curriculum Leader. Depending on the needs of the academy, these may be altered from time to time in consultation with the Headteacher.

Job Description prepared by:

Date:

S Cooke

June 2019

Agreed by post-holder:

Date:

Principal:

Date:

S. Cooke

June 2019