



# The Athelstan Trust

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Head of Department/Curriculum Coordinator</b>
<b>Location:</b>	<b>Sir William Romney's School</b>
<b>Responsible to:</b>	<b>Headteacher, through the School's Line Management Structure</b>
<b>Responsible for:</b>	<b>Teaching staff and relevant support staff within the subject (if applicable)</b>
<b>Salary:</b>	<b>TLR 2(a) / TLR 2(b)</b>

### MAIN JOB 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 achievement within the curriculum area.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and school policies.
- To lead, manage and develop the curriculum area.

### KEY OBJECTIVES AND RESPONSIBILITIES

#### Duties and Responsibilities

All Curriculum coordinators are also required to carry out the duties outlined in the MPS/UPS Teacher job description.

#### Leadership and Management

- Contribute to the implementation, evaluation and success of the school vision and improvement plan.
- With the relevant Learning Leader develop, implement and evaluate the success of the subject improvement plan in line with school priorities.
- Undertake the tasks associated with the examination entry process.
- Develop, monitor and review the provision in the subject in terms of:
  - student progress through the analysis of performance data, using this information for planning and target setting;
  - the quality of learning and teaching and responsibility for improved student outcomes;
  - the development of appropriate programmes of study, resources, policies and assessment and learning strategies within the subject;
  - Contribution to subject self-evaluation through lesson observation, work scrutiny, performance data analysis and the subject SEF.

#### Learning

- Monitor and respond to curriculum development and initiatives at national and local levels.
- To foster and oversee the application of ICT in the subject including the development of the Learning Platform.



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## **Staff Development**

- Act as a performance management reviewer for identified staff.
- To participate in the ITT programme.
- Keep abreast of current developments in your area and disseminate information as appropriate.

## **Other specific duties**

- Liaison with partner schools, examination boards and other relevant external bodies.
- To promote the subject at marketing and liaison events such as Open Evening and Options Evening.



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## JOB DESCRIPTION

<b>Job Title:</b>	<b>MPS / UPS Teacher</b>
<b>Location:</b>	<b>Sir William Romney's School</b>
<b>Responsible to:</b>	<b>Headteacher, through the School's Line Management Structure</b>
<b>Responsible for:</b>	<b>The supervision of the work of teaching assistants when deployed in the teacher's classroom</b>
<b>Salary:</b>	<b>MPS / UPS</b>

### MAIN JOB PURPOSE

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head Teacher to ensure:

- a broad, balanced, relevant and differentiated curriculum is taught to students in the designated subject area(s);
- the progress and development of students is monitored and supported;
- through effective teaching and assessment students make good progress and standards of achievement in the school are raised;
- the personal and academic growth of students is supported;
- the welfare and safeguarding of students.

### KEY OBJECTIVES AND RESPONSIBILITIES

#### Duties and Responsibilities

All teachers are required to carry out the duties as set out in the current School Teachers Pay and Conditions Document and the Professional Standards for Teacher documents. The following duties and responsibilities have been highlighted as being of particular importance.

#### Learning

- To be a positive role model in terms of behaviour, work and attitudes.
- To set high standards of work and behaviour in the class and other areas of the school and have high expectations of students of all abilities.
- Plan for progression across the age and ability range taught, designing effective lessons/programmes of work in accordance with the needs of individual learners and ensure that students of all abilities are able to make good progress.
- Teach challenging well organised lessons, using an appropriate range of teaching strategies which meet individual learners' needs.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring students' progress and levels of attainment.
- Provide timely, accurate, formative and constructive feedback of students' attainment and progress.



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- Work collaboratively on the preparation and development of teaching resources, programmes of study and schemes of work, assessment materials, teaching strategies and pastoral arrangements as appropriate.
- Establish a safe and purposeful learning environment.
- Manage students' behaviour constructively by following the school's behaviour policy.
- Promote the independence of learners by using a range of teaching and classroom management strategies.

## Professional Development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and well-being.
- Participate with the arrangement made for Performance Management in the school.
- To be responsible for your own professional development and participate in training and development opportunities identified by the school or as an outcome of Performance Management or self-review.
- Participate in any relevant meetings/professional development opportunities at the school which relate to the students, curriculum or organisation of the school, including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

## Pastoral

- To be a form tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of Tutor Group as a whole.
- Liaise with the relevant Learning Manager to ensure the implementation of the school's pastoral system.
- Implement the relevant pastoral programme for the year group.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Monitor the progress and behaviour of students and liaise with the Learning Manager if intervention is required.
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Contribute to the preparation of the full report.
- Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.

## Other specific duties

- Carry out break and other duties.
- Communicate and cooperate with any relevant external bodies.
- To take part in whole school marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.
- Operate at all times within the stated policies and practices of the school.
- Participate in arrangements for external examinations and assessment.
- Contribute to the mentoring of ITT students where appropriate.
- Take part in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.



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- Participate in and carry out any administrative and organisational tasks within the remit of the STCPD.
- Promote the safeguarding and welfare of children within the school.

## **CONDITIONS OF EMPLOYMENT**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The postholder is required to support and encourage the Trust's ethos and its objectives, policies and procedures as agreed by the Board of Trustees.
- To ensure confidentiality appropriate to working in a school/business environment and to adhere to all policies.
- To uphold the Trust's policy in respect of child protection matters.
- The postholder shall be subject to all relevant statutory and institutional requirements.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff participate in the school's performance management/appraisal scheme.
- The postholder may be required to travel between all schools within the Trust.

January 2022