**Job title:** Second in Curriculum Area

**Responsible to:**

**Scale: MPR/UPR – Plus TLR payment**

**Job purpose:**

To raise aspiration, embed ambition and drive improvements by ensuring the highest quality provision and outcomes. Actively communicate the DAT’s ethos embodied by the core values. Maintain the highest possible personal and professional standards, leading by example at all times. To promote the curriculum area of responsibility within the DAT and beyond.

To fully support the Curriculum Team Leader.

**Duties and responsibilities**

**Standards of Achievement**

To support the Curriculum Team Leader with aspects of the following:

* The quality of teaching,
* The progress of all groups of learners in all year groups,
* Analysis of data to inform intervention.

**Accountability**

To support the Curriculum Team Leader with aspects of the following:

* Quality assurance and self-evaluation.
* Monitoring the progress of the department against targets in the organisational development plan.
* Ensuring assessment processes are rigorous, accurate and standardised.
* Ensuring that data is used accurately to raise attainment and achievement.

**Teaching and Learning**

To support the Curriculum Team Leader with the following to ensure good and outstanding teaching and learning on a routinely consistent basis by:

* Developing the Smart Curriculum, monitoring and evaluating schemes of work to ensure that they reflect national curriculum/examination requirements.
* Ensuring progress indicators are used effectively in all lessons or over a series of lessons.
* Promoting a climate for learning that inspires and actively engages learners.
* Ensuring that literacy, numeracy and SMSC are appropriately planned for and delivered.
* Ensure the behaviour for learning policy is implemented effectively.
* Developing the use of ICT to enhance learning.
* Undertake rigorous QA in line with the MAT’s policies and procedures which includes work scrutiny to ensure that the school’s marking and assessment policy supports learners’ progress.
* Implement an enrichment programme which inspires a love of learning and thirst for knowledge in our learners.

**Management of the Curriculum Area**

To support the Curriculum Team Leader with the following:

* To provide regular reports as required, for internal and external audiences
* To regularly liaise with other colleagues as appropriate, including the Data and Exams teams, SENCO, to ensure learner progress information is accurate.

**General Information**

* To play a full part in the life of the MAT and the school community, to support its distinctive mission and ethos and to encourage staff and learners to follow this example.
* To promote actively the school’s policies generally and specifically including those in relation to child protection and safeguarding.
* To actively promote and undertake personal professional development and the professional development of colleagues.
* To ensure compliance with the school’s Health and Safety Policy and undertake the risk assessments as necessary.
* To ensure compliance with the school’s procedures concerning safeguarding.
* To actively participate in the appraisal process.

**Standard for all jobs**

* To perform services not only for Dudley Academies Trust but also for any subsidiary as required.
* To take a proactive role in the identification of personal and group training and developmental needs which support Trust’s objectives and to actively participate in the fulfilment of identified training and development needs.
* To contribute to promotional activities both inside and outside the Trust and to assist in the production of promotional and publicity materials as required.
* To operate at all times within both the spirit and the practice of the Trust Equal Opportunities policies.
* To be aware of and work with due regard to safety and safe practice. To meet statutory requirements and to report any hazards/unsafe practices or incidents as appropriate.
* To represent the Trust in the best light at all times.
* To maintain such records and undertake administrative duties as may be determined by the DAT.
* To carry out any other duties in connection with the appointment which may be reasonably determined from time to time by the Chief Executive or line manager.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set in context the framework within which the post holder will operate. It should not be regarded as a legal document nor a set of conditions of service.

The job description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post. Such variations are common occurrences and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed regularly and may be varied in the light of the business needs of the Trust.

Prepared by: Jo Higgins, Chief Executive

Date: June 2019

Name of post holder (*please print*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_