|  |  |  |  |
| --- | --- | --- | --- |
|  | Person Specification | **Essential** | **Desirable** |
| **Education and Training** | * Qualified Teacher Status
 | ✓ |  |
| * Good Honours Graduate
 |  | ✓ |
| Experience | * Teaching in 11-16 comprehensive education either as a trainee or existing teacher
 |  | ✓ |
| * Aware of strategies to raise student achievement
 |  | ✓ |
| Personal | * Excellent classroom teacher/practitioner
 | ✓ |  |
| * High quality interpersonal skills
 | ✓ |  |
| * Team player
 | ✓ |  |
| * Creative
 | ✓ |  |
| * Proactive and able to make decisions
 | ✓ |  |
| * Ambitious, personally and for the School
 | ✓ |  |
| * Positive ‘can do’ attitude
 | ✓ |  |
| * An educational vision focused on students
 | ✓ |  |
| * Excellent range of communication skills; listening as well as speaking, presenting, writing
 | ✓ |  |

**JOB PROFILE**

|  |  |
| --- | --- |
| Job Title | Deputy Curriculum Leader (Head of Subject/KS) |
| Salary Grading |  TLR2b |
| Line Manager | Curriculum Leader |
| Date | 1st September 2015 |
| Job Purpose | * To lead the development of specified projects to raise attainment, enhance provision and increase participation in the Curriculum Area/Subject Area
* 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 Headteacher.
* To play a full part in the life of the School and its community, to support its mission and ethos and to be a role model for staff and students.
* To deputise for the CL in their absence
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| Job Dimensions | * Students: accountability for the oversight of learning of all students in KS3.
* Staff: support the co-ordination of the work of teaching staff and other relevant personnel within the Curriculum Area.
* Resources: Assist in targeting learning resources and tests to support the diverse make up of the student body.
* Lead teacher for Gifted and Talented with the Curriculum Area.
* Leading specific extra-curricular activities.
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**KEY ACCOUNTABILITIES**

|  |  |
| --- | --- |
| **Strategic Direction and Development:**  Lead, develop and implement learning policies, plans, targets and practices to ensure contribution to whole School improvement. | * support the development and implementation of policies and practices which reflect the School's commitment to high achievement effective teaching and learning.
* support the development and implementation policies and practices which reflect the School's commitment to enhancing outcomes for students
* contribute to developments across the subject area which identify clear targets, time­scales and success criteria for the Curriculum Area Action Plan.
* accountable to the Curriculum Leader in monitoring and evaluation of progress of the specified areas against the Curriculum Area Action Plan including student progress, outcomes the quality of teaching & learning.
* accountable for the development of ICT within the Curriculum Area and implementation of actions to ensure provision meets targets.
* accountable for providing the Curriculum Leader with accurate and up to date information about the subject/area performance in a timely way, to agreed deadlines.
* analyse data to ensure that student group performance targets are in line with Curriculum Area and whole School targets.
* contribute to the self-evaluation to inform whole school self evaluation
* working with the Curriculum Leader ensure a positive atmosphere for learning for all students across the subject area including the management of behaviour.
* contribute to whole School issues
* assist in the implementation of School policies and procedures e.g. Equal Opportunities, Health and Safety, SEN, Literacy, Numeracy and ICT across the curriculum area.
* develop provision for safeguarding and promoting the welfare of students across the subject area in lessons and other activities.
 |
| **Leading and Managing Staff:** provide the necessary support, challenge, intervention and information to sustain motivation and secure improvement in teaching and learning | * support the development of the Priory School vision and values in the Curriculum Area and to secure commitment from all staff in the department
* be a positive role model for the Curriculum Area
* develop team-working strategies
* act as a Line Manager for Performance Management Reviews
* identify INSET provision that meets the training needs of the team.
* use coaching and mentoring strategies as appropriate to support staff development.
 |
| **Teaching and Learning:** secure and sustain effective teaching, evaluate the quality of teaching and standards of students’ achievements and set targets for improvement to ensure high standards across all key stages and external assessments. | * to draw upon best practice in learning and teaching and share across the Curriculum Area
* undertake evaluative work to improve practice i.e. part of School self-evaluation and review and internal procedures;
* support the development and implementation of marking and assessment across the subject area is in line with School policies (including AFL policy) and where your assessment shows that outcomes are not in line with targets, discuss and implement targeted actions to address this
* help deliver educational enhancements (booster classes, trips and visits)
* support the process of target setting across the subject area in line with curriculum practice and work towards their achievement
* implement the praise, rewards and good news/publicity about student participation and achievement
* track and monitor student progress across the Curriculum/Subject Area, identify underachievement and implement intervention strategies to raise performance
 |
| **Deployment of Resources:** identify and monitor appropriate resources to ensure that they are used efficiently, effectively and safely | * support the effective deployment of resources to maximise student learning
* oversee the use of accommodation and resources to create a positive learning environment
* co-ordinate the organisation and maintenance of equipment and stock
* implement School policies, procedures and risk assessments with regard to Health and Safety
* act as a mentor/coach to staff new to the School and/or to teaching and to ensure effective induction;
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| **Communication** | * to communicate and consult with parents and Governors where appropriate
* to contribute to the wider aspects of the School and represent the subject area through effective participation in meetings e.g. Deputise for the Curriculum Leader in meetings and Subject discussions.
* to liaise with external agencies as appropriate
* to represent the wider curriculum area as and when required.
* to take responsibility for your subject area in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with other schools.
 |
| **Curriculum Development** | * evaluate subject development and provision (syllabuses/schemes of work) across the subject area in order to ensure appropriate challenge and success for every student.
* keep up to date with National developments in the subject area and teaching practice and methodology.
* actively monitor and respond to subject development and initiatives at National, Regional and local levels.
* support the implementation, monitoring and evaluation of curriculum provision and where your assessment shows that outcomes are not in line with targets, discuss and implement targeted actions to address this
* lead the implementation, monitoring and evaluation of specified extra-curricular provision
 |
| **Quality Assurance** | * utilise Student Voice within the Curriculum Area
* undertake work scrutiny and lesson observations
* evaluate the practice & report on examination performance in line with the School self evaluation process
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