

**CURRICULUM LEADER/TUTOR – JOB DESCRIPTION**

**RESPONSIBLE TO**: Headteacher

**JOB PURPOSE:**

To provide curriculum leadership for defined subject/s and ensure they are appropriately and effectively monitored and delivered.

To provide effective tutorial leadership and support for designated group/s of students.

**Accountabilities:**

* Standards of Student Performance – To be accountable for the teaching of your subject/s to all year groups ensuring delivery meets the academic and social needs of students.
* Standards of Teaching and Learning – To be accountable for the planning and delivery of GCSE and other accredited courses under your jurisdiction and monitor/evaluate pupil performance data in relation to your identified subject/s area.
* Standards of planning and Learning – To be accountable for the production of long, medium and weekly planning together with the production of an annual subject development plan which enables full delivery of the National Curriculum.
* Leadership – To provide professional leadership for colleagues delivering aspects of your designated subject and to provide subject information, planning and monitoring information to designated curriculum leaders.
* Leadership – To administer your departmental budget in line with school agreed priorities.

**Responsibilities:**

* To be responsible for the assessment, recording and reporting of student achievement within your designated subject/s.
* To ensure that appropriate and challenging work is available for your teaching groups in the event of your absence.
* To maintain regular and effective positive communication with parent/carers and stakeholders
* To contribute to the development and implementation of the school’s behaviour management system
* To carry out supervisory duties in accordance with the school policy
* To supervise the work of Learning Support Assistants
* To undertake the role of form tutor as requested
* To lead assembly in accordance with school policy
* To share responsibility for the implementation of the School Improvement Plan
* To be responsible for implementing and maintaining appropriate Health and Safety Procedures in workshops, teaching bases and around the school site.
* To communicate effectively and maintain good professional relationships with colleagues.
* To take responsibility for continuing professional development of self and other members of the department (where appropriate)
* To take part in the school’s Performance Management Program
* To undertake any reasonable task directed by the Headteacher

**Job description agreed by:**

**Teacher**

Signed ……………………………………… Date ………………………………

**Headteacher**

Signed ……………………………………… Date ……………………………….

**Reviewed September 2021**