



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, emotional 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