## SADDLEWORTH SCHOOL X:\HR\Recruitment\Pack Documents\NCTL National Support School lock up (colour) (2).jpg

**JOB DESCRIPTION - CURRICULUM LEADER: Science**

**Purpose**

* To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress.
* To be accountable for pupil progress and development within the subject area.
* To develop and enhance the teaching practice of others.
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupil studying in the department, in accordance with the aims of the school and the curricular policies determined by the governing body and headteacher.
* To be accountable for leading, managing and developing the subject area.
* To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the designated curriculum portfolio.

**Reporting to:** Senior leadership team member.

**Responsible for:** Teaching staff and other relevant personnel within the department.

**Liaising with**: Senior leadership team,

other heads of department/Faculty,

relevant staff with cross-school responsibilities,

non-teaching support staff,

LEA staff, parents, governors.

**Working time**: 195 days per year. Full-time.

**Salary;** Mainscale + TLR 1b

**Disclosure Level;** Enhanced.

**MAIN DUTIES**

**Operational/strategic planning**

* To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
* The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
* To monitor and follow up pupil progress actively.
* To be familiar with and to implement school policies and procedures.
* To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school.
* To lead and manage the business planning function of the department, and to ensure that departmental planning activities reflect the needs of pupils within the subject area, SIP/DDP and aims and objectives of the school.
* To ensure that health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and updated when necessary, in consultation with the school’s health and safety manager.

**Curriculum provision and development**

* To liaise with appropriate senior leadership team members to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school improvement plan.
* To lead and to be accountable for the development and delivery of this curriculum area.
* To keep up-to-date with national developments in the subject area, including teaching practice and methodology.
* To monitor and respond to curriculum development and initiatives at national, regional and local levels.
* To liaise with appropriate senior leadership members to maintain accreditation with the relevant examination boards.

**Professional development and team management**

* To work with senior leadership members to ensure that departmental staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To be responsible for the efficient and effective deployment of the department’s support staff.
* To undertake Performance Management Reviews and to act as a reviewer for a group of staff within the designated department.
* To make appropriate arrangements for classes when staff are absent, ensuring the provision of appropriate work for classes in the department and liaising with the cover administrator to ensure appropriate cover supervision.
* To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To participate in the school’s ITT programme.
* To be responsible for the day-to-day management of staff within the department and act as a positive role model.

**Quality Assurance**

* To ensure the effective operation of quality control systems.
* To ensure that effective operation of pupil tracking systems according to school practice, including the dissemination of pupil data within the department, setting of targets for all pupils, regular monitoring of pupil progress, identification of underachievement and appropriate follow-up action.
* To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
* To contribute to school procedures for lesson observation.
* To implement school quality procedures and to ensure adherence to those within the department.
* To monitor and evaluate the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria.
* To seek/implement modification and improvement where required.

**Management information**

* To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
* To make use of analysis, evaluate performance data provided and produce reports as appropriate.
* To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
* To produce reports on examination performance, including the use of value-added data.
* To provide the governing body with relevant information relating to departmental performance and development.

**Communications**

* To ensure that all members of the department are familiar with its aims and objectives.
* To ensure effective communication/consultation as appropriate with the parents of pupils.
* To liaise with partner schools, higher education, industry, examination boards and awarding bodies and other relevant external bodies.
* To represent the department’s views and interests.

**Marketing and liaison**

* To contribute to school liaison and marketing activities, eg collection of material for press releases.
* To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at open days/evenings and other events.
* To promote the development of effective subject links with external agencies actively.

**Management of resources**

* To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the departmental budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
* To work with the appropriate senior leadership team member to ensure that the department’s teaching commitments are effectively and efficiently timetabled and roomed.

**Pastoral Staff**

* To monitor and support the overall progress and development of pupils within the department.
* To monitor pupil targets and attendance, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
* To act as a form tutor and to carry out the duties associated with that role as outlined in the generic job description for teachers.
* To contribute to PSHCE, citizenship and enterprise according to school policy.
* To ensure the behaviour management system is implemented in the department so that effective learning can take place.

**Teaching**

* To undertake an appropriate programme of teaching in accordance with the duties outlined in the job description for all teachers.

**Other specific duties**

* To play a full part in the life of the school community, to support its “Aim High” ethos and to “Empower and Inspire”, encouraging staff and pupils to follow this example.
* To continue personal development as agreed.
* To engage actively in the performance review process.
* To undertake any other duty as specified by the STPCB not mentioned in the above.

*Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.*

*Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*

*Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.*

*The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*The job description is current at the date shown, but, in consultation with you, may be changed by the headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.*

*Date: \_\_2nd May 2011\_\_\_\_\_\_\_\_\_\_\_\_\_*