

Post Title : Curriculum Leader – History
Responsible to : Assistant Principal
Allowance : Teacher Pay Scale & TLR 2 (point 2)

Job purpose: *To lead the Curriculum team in providing high standards of teaching and promote a positive learning environment across the whole area.*

Responsible for: *The academic achievement and wider experiences of students within the curriculum subject(s).*

Duties

The duties and responsibilities outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

As a member of the Curriculum / House Leadership Team (with Senior Tutor supported by the SLT link),

- Establish clear expectations of student achievement and progress, through effective target setting and monitoring against national benchmark data.
- Help to build, communicate and implement a shared vision within the Curriculum Team focused upon achievement, high expectation and a strong identity.
- By personal example and practice, establish clear expectations and standards for both staff and students in line with the Team's and School's policies
- Contribute to the PM of staff within the Team, in relation to their role as a subject teacher and liaise with Subject Leader and Senior Tutor as appropriate.
- Establish and support clear Team policies, to ensure consistency within and between teams.
- Ensure that the Team's physical environment promotes and celebrates learning and achievement.
- Be involved in decision making and policy development across the school and implement decisions taken.

Curriculum leadership

- Ensure that there is efficient and effective use of resources across the whole Team.
- Establish clear expectation of teaching and learning through maintenance of the Curriculum Team's Handbook, e.g. Schemes of Work, Policies, etc.
- Advise on the timetable needs of the subject(s), including accommodation, groupings of students and deployment of teachers and TAs, etc.
- Ensure that there are consistent routines, expectations and policies across the different subjects within the Team.
- Represent the Team's views, concerns and interests to SLT and Governors.

Staff management

- Develop a Team approach within which each teacher feels valued and supported
- Encourage, facilitate and focus the Team's attention upon developing the quality of teaching and learning.
- Establish clear and positive expectations and routines of teachers within the Team.
- Monitor and evaluate the practice across the Team to celebrate good practice and ensure consistency.
- Keep the Team informed of curriculum and pedagogical developments, at a local and national level.
- Support the professional development of subject teachers, through PM, inset, coaching, sharing good practice.
- Ensure that the Team has ownership and understanding of whole school and Team policies.
- Support subject teachers in matters of discipline and the maintenance of standards.
- Monitor all information from teachers and check that action is taken where necessary, which may include liaison with the Student Support Team, and parents.
- Establish a positive annual cycle of self-improvement in line with whole school policy: self-evaluation, team development planning, PM, monitoring and evaluation
- Ensure that individual teachers are aware of data relating to the progress of their students.
- Day to day management of staff within the Team and act as a positive role model.

Student progress

- Ensure that students are appropriately taught and prepared for external exams across Key Stage 3, 4 and 5.
- Monitor and evaluate the progress of students within the subject(s) against their potential using national benchmark data.
- In support of teachers, ensure that they have access to monitoring data affecting students' progress eg attendance, punctuality, behaviour, achievement
- Coordinate, promote and celebrate activities / events that encourage and recognise achievement.
- Ensure that school policies are clear to both tutors and students and that it is fairly and consistently applied
- Provide students with opportunities to feedback on developments and progress.

Communication with Parents

- Monitor the effectiveness and quality of communication between the teachers, students and parents e.g. through Formative Assessment, Student Planners etc.
- Ensure that parents are informed of issues affecting the progress of their child.
- Support and monitor teachers' communication with parents to ensure that they are engaged in their child's education.
- Oversee the reporting of progress to parents.

Working with the Student Support Assistant, oversee administrative arrangements

- Reporting and formal parent consultation
- Attendance and punctuality
- Achievement data
- Behaviour and rewards
- Team assemblies and achievement events
- Reporting and recording incidents
- Reporting curriculum achievement to students and parents
- Transition of students
- Maintenance of the Curriculum Handbook, Schemes of Work, etc
- Management of resources

North Cambridge Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.

**North Cambridge Academy
Second in Charge of
Curriculum Area
JOB DESCRIPTION**