

Curriculum Leader Job Description

The role of the Curriculum Leader is crucial in developing the ethos of achievement within the Curriculum Area, in harmony with the aims and ethos of the whole school. Curriculum Leaders are key to the success and development of the school, and the raising of student achievement.

Curriculum Leaders must ensure that targets for improvement in the Curriculum Area are set and met, through positive approaches to Curriculum development, the planning and preparation of schemes of work, the monitoring of learning and teaching across the Curriculum Area and the support and development of staff.

Curriculum Leaders form a vital part of the middle leadership team. Curriculum Leaders need to have a good knowledge of educational issues and are expected to keep up to date with, lead on and work in conjunction with the Faculty Leader on improving pedagogy and practice where it is relevant to the Curriculum Area.

Aims

The aims of the post of Curriculum Leader are to:

- Promote the development of the Curriculum Area
- Ensure that learning is the core purpose of the Curriculum Area
- Foster high achievement and excellence within the Curriculum Area ensuring that students are encouraged and supported to aspire beyond their personal best
- Support the professional and personal development of staff

Staff

Responsibilities in relation to staff are to:

- Monitor the effectiveness of, and have oversight for, the work of members of the Curriculum Area (where relevant)
- Ensure opportunities are provided for the professional development of staff, ensuring that they are up-to-date with developments in the subject Area in order to improve the quality of learning and teaching
- Support the performance management of staff
- Be responsible for the support and supervision of staff
- Define, with the Senior Leadership Team Mentor, the role of staff with Teaching and Learning Responsibility Payments within the Curriculum Area (where appropriate)
- Supervise the work of Newly Qualified Teachers and Beginning Teachers within the Curriculum Area, in co-operation with Senior Leadership Team member(s) and other staff such as the Leading Learning Co-ordinator, subject professional tutors and the Professional Co-ordinating Tutor
- Establish clear procedures for consultation with staff in the Curriculum Area, in line with the consultative procedures of the faculty and school
- Advise the Headteacher in matters concerning staff replacements, including the drafting of advertisements and selection criteria
- Ensure when a colleague is absent that work is set for classes needing cover
- Liaise with relevant visitors to the school and ensure they have adequate documentation, briefings and programmes for their visits
- Ensure that staff support and uphold the school's aims and policies

- Plan and prepare a working staff handbook for the Curriculum Area or contribute to a faculty handbook as appropriate, advising on procedures, policies and practices

Students

Responsibilities in relation to students are to:

- Have oversight of the learning of all students within the Curriculum Area working with the Faculty Leader as appropriate
- Ensure that staff within the Curriculum Area create an ethos in which students feel safe and learn effectively
- Ensure that rewards policies are applied in line with Faculty and whole school policy, so that students are praised and rewarded for good work
- Ensure that proper assessment procedures are set up in line with faculty and whole school policy and monitor the quality of those assessment procedures, school reports and other such communications across the Curriculum Area
- Ensure that structures are developed to deal with underachievement, poor behaviour and attendance where this affects learning, in line with Faculty and whole school procedures
- Make contact with parents as appropriate in line with Faculty or whole school procedures
- Liaise with Year Leaders on the needs of individual students and produce coursework deadline planners
- Liaise with the Faculty Leader Learning Support and have oversight of the identification of school action learners in line with the SEN Code of Practice, and disseminate relevant student information, including the use of IEPs
- Liaise and guide support staff as appropriate to ensure the needs of students are met
- Oversee the allocation of staff to teaching groups and liaise with the Senior Leadership Team and Faculty Leader to ensure the effective delivery of the Curriculum within whole school constraints
- Oversee the organisation of suitable student groupings, particularly where there is setting within the Curriculum Area, and ensure that proper group lists are compiled for input onto the administrative computer systems
- Liaise with the Exam Officers and Teachers' Assistants to ensure all aspects of internal and external exams are managed effectively
- Provide opportunities within the Curriculum Area for the development of student responsibility
- Ensure the provision of extended learning opportunities within the Curriculum Area, ensuring that any subject visits are organised in line with faculty and school journey policy

Curriculum

Responsibilities in relation to the Curriculum are to:

- Ensure that suitable schemes of work are planned and prepared and take account of internal and external developments and requirements as well as school policies and aims so that the Curriculum is effectively delivered to students of all abilities
- Monitor and evaluate schemes of work and update as appropriate
- Initiate Curriculum discussion and ensure that there is constant review of teaching approaches and subject content, in line with the National Curriculum, exam syllabi and other external requirements, so that students can progress within school and when they leave

- Oversee the use of baseline data within the Curriculum Area, in conjunction with the Senior Leadership Team member responsible for Assessment, Reporting and Recording
- Oversee the analysis and dissemination of relevant student data, and use this to set realistic but challenging targets for staff and students
- Provide information, as necessary, to the Headteacher, parents, teachers and governors about the work of the Curriculum Area, student progress, and exam results

Resources

Responsibilities in relation to resources are to:

- Plan and administer Capital income and expenditure in conjunction with the School Business Manager, ensure its effective use and ensure that the school gets good value for money in all its purchases
- Be responsible for monitoring the use of all Curriculum Area classrooms, negotiating with premises staff on relevant issues
- Monitor the quality and effective use of classroom displays and liaise with the Teachers' Assistants as appropriate
- Ensure that all staff have the equipment and resources needed for students to learn effectively and ensure that equipment and resources issued are properly used and returned
- Be responsible for good Health and Safety practice within the Area

Role Specific

- Undertake self evaluation and review as appropriate in line with whole school self evaluation and review processes, including annual review of the subject Area SEF
- Manage and monitor systematic forward planning for the Curriculum Area in line with the School Improvement Plan including developing a Curriculum Area Improvement Plan
- Ensure there is a commitment to equality of opportunity for staff and students within the Curriculum Area in line with whole school principles
- Promote the work of the Curriculum Area through parents' evenings, assemblies, cross curricular opportunities and links with the community
- Contribute to the organisation and delivery of whole school faculty assemblies
- Undertake any other duties that can reasonably be expected by the Headteacher to ensure the effective running of the Curriculum Area and whole school middle leadership functions

Curriculum Leader Selection Criteria

Qualifications

- Qualified Teacher Status
- Degree or equivalent academic qualification

Experience

- Successful teaching at secondary level, with excellent subject knowledge
- Experience of successful team leadership (preferable but not essential) and team membership
- Evidence of a good record of raising achievement and improving exam results
- Evidence of appropriate professional development
- Evidence of the ability and experience to develop and maintain a sense of vision for the curriculum area

Skills and Abilities

- Ability to build a staff team and undertake the support and supervision of staff
- Ability to plan, manage and focus meetings
- A good understanding of what constitutes outstanding learning and teaching and the ability to ensure this is the norm across the subject area
- Knowledge and understanding of current educational issues
- Knowledge and understanding of the use and development of ICT to enhance learning
- Ability to use data and information to support self evaluation and review and set targets to raise standards
- Good organisational and administrative ability
- Ability to plan and implement faculty area policies
- Ability to manage students firmly, fairly and effectively
- Ability to be adaptable and flexible in order to meet the diverse nature of the Curriculum Leader role

In addition, the successful candidate will need:

- A commitment to equal opportunities
- Good ICT skills
- Good written and oral communication skills
- Good personal presentation – the school expects a professional standard of dress
- Energy and a sense of humour
- Excellent attendance and punctuality
- A willingness to go the extra distance for students
- Good time management skills and the ability to prioritise