

## **Heathside School Weybridge: Job Profile**

### **Curriculum Area Manager**

#### **Job Purpose**

To ensure the highest standards of student achievement, progress and experience at all key stages in the curriculum area.

To do this by ensuring the best possible teaching by relevant staff, effective target setting, tracking and intervention, the best possible curriculum and related resources and the most effective use of resources.

#### **Main Duties and Responsibilities**

##### **Curriculum**

- To maintain a comprehensive awareness of national developments in the curriculum area.
- To identify courses which best meet the needs of students, relevant regulations and the aims of the school.
- To ensure that schemes of work and resources are in place to deliver these courses.
- To oversee the effective planning and delivery of all relevant coursework, controlled assessments, internal and external examinations and moderation for the curriculum area.

##### **Student Attainment, Progress and Experience**

- To drive student attainment and progress within the curriculum area, overseeing the setting of targets, tracking of progress and intervention where appropriate.
- To plan, monitor and adjust teaching groups and sets based on the best available data so as to ensure the best possible outcomes for all students.
- To ensure the curriculum area delivers an enriching and engaging curriculum to all students.
- To promote the curriculum area across the whole school working with other curriculum areas where appropriate.

##### **Leadership of Staff and Quality of Teaching**

- To line manage staff, motivating, supporting and developing them to deliver the best possible teaching and to ensure the best possible outcomes for all students.
- To carry out performance management of staff as required and following school systems and policies.
- To allocate teaching staff to teaching groups so as to ensure the best outcomes for students and the development of teachers.
- To ensure the best possible assessment of students' work and setting of homework through monitoring assessment and homework across the curriculum area.
- To support professional development within the curriculum area, identifying need and securing CPD to ensure improved teaching and learning and teacher progression.

##### **Management of Resources and Learning Environment**

- To plan and manage all resources within the curriculum area including financial resources so as to ensure best use of these resources.
- To ensure that the learning environment, including display, promotes and supports student achievement'

- To ensure safe working practices within the curriculum area.

### **Reporting**

- To prepare and/or oversee the preparation of written and verbal reports including student reports, teacher and curriculum area performance reviews and financial data as required by the school and any other relevant body.

### **Professional Standards and Development**

- To support and promote the wider school ethos and school development.
- To meet all appropriate requirements as described in the DfE Teachers' Standards, 2012 or applicable revisions.
- To be proactively involved with whole school improvement, engaging with and where appropriate leading initiatives.
- To prepare, agree and carry out an appropriate development plan for the relevant Curriculum Area.

### **Postholder's Own Teaching**

- To deliver lessons which meet all requirements of the curriculum as defined by the school, the DfE and relevant examination bodies.
- To set and maintain the highest personal standards of lesson delivery including preparation, delivery and feedback to students (including marking), setting of homework and management of student behaviour, following relevant and current school and national (DfE and Ofsted) guidelines.
- To drive attainment and progress for all students taught, setting targets, tracking progress and intervening where appropriate.
- To deliver lessons which enrich and engage all students taught.
- To prepare, as required, written and verbal reports including student reports and reports for examination boards and parents.
- To meet and discuss, as required, student performance, progress and attainment with parents and/or carers.

### **Form Tutor/House Member**

- To complete student registration conforming to school and statutory requirements.
- To carry out tutor group activities as directed by the relevant Head of Key Stage/Head of Learning/Head of Studies.
- To support House activities as directed by the relevant Head of House.

### **Professional Standards and Development**

- To attend and engage with all relevant meetings including for example staff briefings, whole school, year team and curriculum area meetings.
- To take part in all performance management reviews and related activities.
- To identify and acknowledge appropriate areas for own professional development and pursue opportunities for such development.
- To meet all appropriate requirements as described in the DfE Teacher's Standards, 2012 or applicable revisions.