

GARTH HILL COLLEGE JOB DESCRIPTION

NAME OF POST HOLDER:

Post Title: CURRICULUM TEAM LEADER

Main Purpose:

- a. To be accountable for the strategic leadership, management and development of the Curriculum Area.
- b. To develop and enhance the teaching practice of others in the Curriculum Area in order to deliver the very best provision to learners.
- c. To raise standards of pupil/student attainment and achievement within the Curriculum Area.
- d. To be accountable for the performance of the Curriculum Area, and ensuring the provision of appropriate monitoring, intervention and support to others, including staff and pupils.
- e. To ensure the provision of a broad, balanced, relevant and differentiated curriculum for pupils/students studying in the Curriculum Area, in accordance with the aims of the College.
- f. To effectively manage and deploy human, financial and physical resources within the Curriculum Area.
- g. To undertake responsibility for subject leadership of a national curriculum subject within the Curriculum Area.
- h. Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

Reporting to: Principal and appropriate members of the Leadership Group.

Responsible for: Deputy Curriculum Team Leader, Subject Leaders, teaching staff and other specified personnel within the Curriculum Area.

Liaising with: Principal, Leadership Team, other Curriculum Team Leaders, Pupil/Student Support Services and relevant staff with cross-college responsibilities, relevant support staff, LA representatives, external agencies and parents/carers.

Working time: Full-time as specified within STPCD.

Salary/Grade: Classroom Teachers' Pay Scale plus TLR 1 (C).

MAIN RESPONSIBILITIES

OPERATIONAL/STRATEGIC PLANNING:

- 1 To strategically lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Curriculum Area, and to operationally do the same as a leader of a subject area.
- 2 To be responsible for the day-to-day management, control and operation of course provision with the Curriculum Area, including effective deployment of staff and physical resources.
- 3 To monitor pupil attainment and progress and ensure appropriate intervention and support is put in place.
- 4 To implement and actively promote all College policies and procedures, e.g. Teaching and Learning, Equal Opportunities, Health & Safety, COSHH, Accommodation Strategy, etc.
- 5 To work with colleagues to formulate aims, objectives and strategic plans for the Curriculum Area, which have coherence and relevance to the needs of pupils/students and to the aims, objectives and strategic plans of the College.
- 6 To strategically lead and manage the business planning function of the Curriculum Area and to ensure that the planning activities of the Curriculum Area reflect the needs of pupils/students within the subject areas, Curriculum Area Development Plans and the aims and objectives of the College.
- 7 To foster and oversee the application of ICT and new technology in the Curriculum Area including the development of materials for independent learning.

- 8 To ensure that Health & Safety policies and practices, including Risk Assessments, throughout the Curriculum Area are in-line with national requirements and are updated where necessary, liaising with the College's Health & Safety Manager.

CURRICULUM:

- 9 To lead curriculum development and provision for the whole Curriculum Area taking account of College, local and national frameworks, initiatives and requirements inc. the National Curriculum.
- 10 To liaise with the Vice or Assistant Principal (Curriculum/Timetable) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the College's Improvement Plan and College Evaluation.
- 11 To keep up-to-date with the latest curriculum developments, teaching practice and methodology.
- 12 To maintain accreditation with the relevant examination and validating bodies.
- 13 To be responsible for the development of basic skills within the Curriculum Area.

STAFFING:

- 14 To ensure that staff professional development needs are identified and appropriate training and support are provided to meet such needs to ensure good and outstanding provision.
- 15 To ensure effective performance management of colleagues and the supervision of Newly Qualified, Graduate, Unqualified and Student (ITT) teachers.
- 16 To continue own professional development as agreed with Line Manager.
- 17 To ensure appropriate arrangements for classes when staff are absent, ensuring appropriate cover and liaising with the Cover Supervisor to secure appropriate cover within the Curriculum Area.
- 18 To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with College procedures.
- 19 To be responsible for the day-to-day management and deployment of all staff within the Curriculum Area, acting as a positive role model, promoting teamwork and motivating staff effectively.

QUALITY ASSURANCE:

- 20 To ensure the effective operation of quality control and assurance systems within the Curriculum Area, including the College's QUAD (quality assurance and development procedures) work and procedures for lesson observation.
- 21 To establish the process of the setting of targets within the Curriculum Team and to work towards their achievement.
- 22 To establish common standards of practice within the Curriculum Team and develop the effectiveness of teaching and learning styles in all subject areas within the Curriculum Team.
- 23 To ensure that the Curriculum Team's quality procedures meet the requirements of the College Self-Evaluation and the Strategic Plan and to implement modification and improvement where required.
- 24 To make a positive contribution to the College's Development Plan.
- 25 All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

MANAGEMENT INFORMATION:

- 26 To ensure the recording and maintenance of accurate and up-to-date information and assessment data concerning the Curriculum Team and pupils/students taught on the management information system.
- 27 To make use of analysis and evaluate performance in order to produce reports, identify and take appropriate action on issues arising; setting targets and deadlines where necessary and reviewing progress on the action taken.
- 28 To ensure the production of pupil/student reports to a professional standard in accordance with College policy, within the quality assurance cycle for the Curriculum Area.
- 29 To provide the Senior Team and Governing Body with relevant information relating to the Curriculum Area's performance and development.
- 30 To organise GCSE and other public examination entries with the Examination Officer.

COMMUNICATIONS AND LIAISON:

- 31 To ensure that all members of the Curriculum Team are familiar with its aims and objectives.
- 32 To ensure effective communication/consultation as appropriate with the parents/carers of pupils/students.
- 33 To liaise with partner schools, Higher Education institutions, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- 34 To represent the Curriculum Team's views and interests and liaise with the Leadership Group in matters concerned with the Timetable and Curriculum.
- 35 To lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in College partner schools, the wider community and other external agencies.
- 36 To hold regular Curriculum Area and/or subject meetings within the Directed Time Budget.
- 37 To ensure that the Curriculum Area and/or Subject Handbook is kept fully up-to-date.
- 38 To represent the Curriculum Area at College management meetings and other meetings outside of the College as appropriate.

MANAGEMENT OF RESOURCES:

- 39 To manage the available resources of space, staff, finance and equipment efficiently within the limits, guidelines and procedures laid down. This includes deploying the Curriculum Area's budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- 40 To work with the Vice or Assistant Principal (Curriculum) in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.
- 41 To ensure the learning spaces in the Curriculum Area present a stimulating environment at all times.

PASTORAL SYSTEM:

- 42 To monitor and support the progress and development of pupils/students within the Curriculum Area.
- 43 To monitor pupil/student attendance together with pupils'/students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 44 To contribute to PSHE, Citizenship and Enterprise according to College policy.

- 45 To ensure the Behaviour Management system is implemented within the Curriculum Area so that effective learning can take place.

COLLEGE ETHOS:

- 46 To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils/students follow this example.
- 47 To support the College in meeting its legal requirements for worship.
- 48 To comply with the College's Health & Safety policy and undertake risk assessments as appropriate.
- 49 Within these specific responsibilities, the Curriculum Team Leader is expected to foster a lively and enthusiastic atmosphere within the Curriculum Area for both pupils and staff.

GENERAL DUTIES:

- 50 To carry out the duties of a classroom teacher in accordance with the Teachers' Conditions of Service.
- 51 All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.
- 52 To carry out a share of supervisory duties in accordance with published schedules.
- 53 To participate in appropriate meetings with colleagues and parents/carers relative to the above duties.
- 54 To carry out any reasonable duties as determined by the Principal.

NOTES:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. On allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the College's published Time Budget Policy and have regard to the Teachers' Conditions of Employment.

This job description is not a comprehensive definition of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

SIGNATURES:

The College will endeavour to make any necessary reasonable adjustments 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.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Teacher)

Signed
(Principal)

Dated

Dated