****Manshead**

CE Academy

**JOB DESCRIPTION – CURRICULUM LEADER – SOCIAL SCIENCES**

**Key Purpose:**

* To provide professional leadership and management for the Social Sciences Curriculum Area
* To ensure high quality teaching, learning and assessment (TLA) in all subjects within the Social Sciences area
* To ensure the curriculum developments within the curriculum area meet the needs of all learners at GCSE and A Level
* To raise levels of achievement of all students within all the Social Science subjects and groups of students

**Accountable to:**

* Assistant Headteacher (TLA)

**Accountable for:**

* To develop innovative processes and practices to ensure the highest possible standards within the Academy

**Salary Scale:**

* MPS/UPS + TLR2b

**Accountabilities:**

* Create an ethos of high aspirations within the academy that fits with the academy values.
* To teach excellent lessons within the subject area(s) and help secure good outcomes within these departments
* Motivate and inspire colleagues to secure outstanding TLA at Manshead CE Academy
* Provide excellent role models for staff and students alike
* Work with colleagues to help develop an excellent curriculum through planning and pedagogical innovation
* Seek out best practice through research and networks
* Develop a coherent and shared vision for TLA
* Provide programmes of support for staff and engage in designing quality CPD for individuals and groups/whole school
* To see our ‘journey’ through to Outstanding
* To evaluate & contribute to academy policies
* To monitor, track and evidence and evaluate the work you do
* Build on existing partnerships with local industries, commerce and technology organisations

**Shaping the Future**

*Ability to:*

* think strategically to drive up the standards of teaching and learning
* inspire, challenge, motivate and empower others
* model the Christian values and vision of the academy(actively promote ethos)

*Commitment to:*

* collaborative academy vision of excellence and equity (high standards/expectations for all students)
* raising teaching standards
* helping to set and achieve challenging and ambitious targets

*Knowledge:*

* awareness of local, national and global trends
* helping to build, communicate and implement a shared vision
* contribution to strategic planning process
* awareness of new technologies, their use and impact
* helping to lead change with particular emphasis on the assigned key focus
* creative and innovative skills
* best pedagogy and practice

**Leading, Learning and Teaching with a Curriculum Team**

*Ability to:*

* demonstrate personal enthusiasm for the learning process
* demonstrate the principles and practice of effective teaching and learning
* challenge poor performance and know how to remedy it
* develop relevant strategies for improved performance

*Commitment to:*

* raising standards for all in pursuit of excellence
* the entitlement of all students to effective teaching and learning
* personalised learning

*Knowledge:*

* strategies for raising achievement and achieving excellence
* use of new and emerging technologies to support teaching and learning
* inclusion strategies
* impact of behaviour/attendance on learning and educational progress
* assessment/reporting
* models of teaching and learning (including organisation and learning styles)
* principles of effective teaching and learning (lesson observation)- line management responsibilities (performance management)
* school self-evaluation (monitoring and evaluation
* strategies for developing effective teachers
* curriculum design and management (overall; broad and balanced)
* data collection tools and analysis (comparative performance, prior attainment, targets, etc.)

**Developing Self and Working with Others**

*Ability to:*

* foster an open, equitable culture and manage conflict
* develop, empower and sustain individuals and teams
* collaborate and network within and beyond the school
* give and receive effective feedback and act to improve personal performance

*Commitment to:*

* effective working relationships
* strong leadership
* effective team working
* effective performance management (ensuring that curriculum leaders are properly accountable for the performance of their team members)
* CPD for self and others
* training role
* participation in staff selection

*Knowledge:*

* awareness of significance of interpersonal relationships and models of CPD
* strategies to promote individual and team development
* the inter-connection between managing performance, CPD and sustained school improvement

**Managing the Department**

*Ability to:*

* establish and sustain appropriate structures and systems
* manage teams effectively and efficiently on a daily basis
* delegate
* prioritise, plan and organise self and others
* making high quality judgements and decisions
* think creatively to anticipate and solve problems

*Commitment to:*

* distributed leadership and management
* contribution to school policies
* strengthening the school’s organisational capacity
* development of a safe, secure and healthy environment

*Knowledge:*

* models of organisation and principles of organisational development
* principles and models of self-evaluation
* principles and strategies of school improvement
* earned autonomy
* implementation of change
* policy creation
* informed decision-making
* performance management
* strategic financial planning

**Security Accountability**

*Ability to:*

* engage in teams in systematic and rigorous self-evaluation
* demonstrate political insight
* analyse data to understand the strengths and weaknesses of the school/Department
* combine outcomes of regular team self-review with external evaluations to develop the team

*Commitment to:*

* principles and practice of school self-evaluation
* individual, team and whole-school accountability for student learning outcomes

*Knowledge:*

* statutory education frameworks
* self-evaluation
* use of range of evidence/data to support monitor evaluate and improve performance
* principles and practice of quality assurance systems

**Other accountabilities:**

* Serve as a role model based on high standards and professional conduct
* Contribute effectively to the development of a positive ethos in which all students have access to a broad, balanced and relevant curriculum and which contributes to students’ spiritual, moral, cultural, mental and physical development in preparing students for the opportunities, responsibilities and experiences of adult life.
* Appraise staff as required by the academy policy and use the process to develop the personal and professional effectiveness of the appraisee(s).
* Be aware and comply with policies and procedures relating to equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.
* Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Child Protection procedures.
* Maintain confidentiality in relation to all work undertaken and departmental information.
* Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
* Undertake any necessary professional development as identified through Performance and Development reviews taking full advantage of any relevant training and development available.
* To contribute to the professional development of all staff
* Carry out such duties as may from time to time be reasonably assigned by the Headteacher

*With the exception of the Redundancy Payments Modification Order which applies, for the purposes of occupational entitlements, for example to sick pay or maternity pay, the Trust does not recognise continuous or aggregated service with other academy trusts or with local authorities.*

*The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to under child protection screening appropriate to the post, including checks*