**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | **Curriculum Leader (All)** |
| **Responsible to:** | **Vice Principal (Academics)** |

|  |  |
| --- | --- |
| **Responsible for:** | **All students** |

The exact role of the Curriculum Leader focuses on Teaching and Learning and on student progress. It aims:

* To deliver excellent outcomes (academic and non-academic) for students.
* Provide highly effective leadership and management within their subject area.
* Build an exceptional team to develop outstanding provision of their subject.
* Develop the department programme/curriculum i.e. curriculum, standards, target setting, assessment and reporting.
* Act as a *de facto* whole-college leader, fulfilling leadership responsibilities wherever necessary in the school.
* Develop, prepare, and deliver teaching and learning up to a full timetable.
* Act as an expert in their subject area providing support and advice across the school.

**Leadership**

A Curriculum Leader will:

* Provide leadership that secures the delivery of high standards and attainment for all students and be responsible for the organisation, management, and control of the department.
* Draw up the Department Development Plan in accordance with the School Improvement Plan (SIP)
* Monitor and evaluate the effectiveness of teaching and learning and focus upon the raising and maintaining of standards and expectations.
* Monitor, evaluate, and intervene to ensure all students are working towards making expected progress in all key stages.
* Help to ensure that the school meets and exceeds the expectations of parents, the Governing Board, and community.
* Manage pupil behaviour and standards, including their health and wellbeing.
* Contribute to the leadership of the school, helping to establish it as the school of first choice for parents
* Help to create the best environment and ethos that will promote and secure the achievement of both students and staff
* Be willing to go above and beyond expected levels of commitment to ensure the success of the school
* To establish an ambitious and distinctive vision for the department, fostering an ethos of aspiration, high expectations and challenge for staff and students
* To ensure that rigorous, accurate and regular self-evaluation underpins effective department development planning.

**Teaching and Learning**

A Curriculum Leader will:

* Ensure that their own teaching is always good or outstanding, and undertake CPD to constantly maintain and improve both their subject expertise and teaching skills
* Provide leadership that will deliver excellence of provision and will develop and provide innovative ways of learning, including the use of ICT
* Work to develop teaching staff and practices in order to ensure that all teaching in their department is good or outstanding
* Ensure that the students enjoy a safe and healthy environment
* Provide a curriculum that matches the needs of all students, develops students’ life and academic skills, and helps to provide broad exposure to knowledge and culture.
* Build an expectation of high achievement for all.
* Achieve a harmonious and supportive community through the effective management of staff and students
* Ensure that there is an effective assessment, recording and reporting system of student progress
* To create a culture of high expectations of what each student can achieve, including those with a learning need and most able
* Monitor and evaluate the curriculum for both quality and value for money
* Develop the curriculum beyond the college building, rooting it in the community and broader extra-curricular aspects of the curriculum
* To ensure curriculum design and implementation inspire students to learn, to help them become resilient to the challenges of learning and to guide them to seek out and use new information to develop, consolidate ad deepen their knowledge, understanding and skills
* Look for ways to create interest from students and raise standards of attainment
* Provide extra-curricular opportunities to support learning in the school
* To ensure that the physical environment of your department (including display, organisation and maintenance of resources) inspires students to take pride in their learning
* To oversee the development of long, medium and short term curriculum plans which ensure excellent student progress
* To ensure that numeracy and literacy are embedded into schemes of work as appropriate
* To use progress data to maximise student’s progress
* To ensure that systems are in place to engage with parents to help them understand the progress that their children are making in relation to their targets and national standards and what they need to do next to improve
* To develop department systems to ensure that assessment information is used to plan appropriate teaching and learning strategies, including identifying students who are falling behind in their learning and devising strategies to support them
* To create effective intervention programmes across KS3-4, including for particular groups of students, and systems to measure their impact
* To ensure that resources and teaching strategies reflect and value the diversity of students’ experiences, providing them with comprehensive understanding of people and communities beyond their immediate experience.

**Leading and Managing People**

A Curriculum Leader will:

* Take collective responsibility for the success of the school, displaying professionalism and acting as a role model for students and staff.
* Help to select and appoint, deploy and manage staff (including tackling under performance) to ensure effective teaching and learning takes place in the school.
* Encourage interaction and teamwork within the department sharing ideas and new initiatives identifying new ways of teaching science.
* Monitor the work of teachers within the department, offering guidance and support where required and helping to identify improved ways of working.
* In conjunction with the Leadership Team, develop rigorous procedures for monitoring the performance of all staff including setting objectives, CPD needs and, where appropriate, individual support plans.
* Involve all staff in decision making, so far as it is possible, in order that all who work in the school feel a sense of ownership and involvement.
* Involve all staff in creating a learning environment that is positive, affirming, and supportive.
* Create, maintain, and enhance effective working relationships with staff.
* Maximise the contribution of all staff to improve the quality of education provided and standards achieved.
* Provide guidance, induction, and support to all staff including advice on appropriate training.
* Plan, delegate, develop, and evaluate work carried out by teams and individuals.

**Communication and Partnership**

A Curriculum Leader will:

* Communicate DWC values, aims, policies, and plans to staff, students, and parents.
* Maintain an effective system of record keeping, reporting, and communication with parents and students to ensure that the aims relating to each student’s progress are achieved.
* Help to ensure that good communications are maintained throughout the school.
* Present a coherent and accurate account of the department’s performance in a form appropriate to a range of audiences
* Ensure that parents and students are well informed about curriculum attainment and progress and are able to understand targets for improvement
* Look for and use opportunities to support the development of the whole child through spiritual, moral, social, and cultural activities, and help to develop tolerance and understanding of the diversity of cultures within and outside the school
* Develop and encourage good relations between the school and the local and wider community.
* Work closely with other schools, locally, nationally, and internationally.

**Resource Management**

A Curriculum Leader will:

* Take responsibility for department resourcing and timetable allocation
* Be responsible for the sound management of the department within the budget allocated for the curriculum area
* Manage all available resources and allocate them to support effective learning and teaching
* Maintain and control the use of those resources
* Deploy all staff effectively in order to improve the quality of education provided
* Ensure that there is regular monitoring of the budget and the oversight of the use of resources.

**Specific Tasks**

* Management of the curriculum and its delivery at all Key Stages
* Continue to develop and implement a challenging and exciting curriculum
* Provide a range of extra-curricular support for students to ensure outstanding achievement and progress for exam classes and promote enjoyment and participation in the subject at Key Stage 3
* Create a happy, dynamic, innovative culture in the Department and ensure all staff are performing to an outstanding standard and are happy and motivated in doing so
* Ensure teaching in the department is consistently outstanding
* To undertake regular lesson observation / learning walks in order to secure quality assurance
* To identify and take appropriate action in issues arising from data and reports, setting deadlines where necessary and reviewing progress on the action taken
* To lead on quality assurance within the department, including lesson observations, work scrutiny, student surveys and quality of provision reviews
* To be responsible for the health and safety of the department; ensuring all statutory health and safety requirements are met, monitored and communicated to all.

**In addition to the above specific responsibilities, the post holder will carry out any other reasonable duties relevant to the role as directed by the Senior Leadership Team (SLT).**

**This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.**

**EQUAL OPPORTUNITY STATEMENT**

Adhere to the Council’s Equal Opportunities policies and ensure anti-discriminatory practice within DWC.

**CHILD PROTECTION**

To have due regards for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

**Signed Date**

 **Postholder**

**Signed Date**

 **Principal**