

Job Description Whitley Academy



Job Title: **Curriculum Leader**

Job Number:

Department/Directorate: **Science**

Post Number:

Division/Section/Group/Team:

Grade: **TLR1 (£8k-£9k depending on experience)**

Location: **Whitley Academy**

Duties and Responsibilities

- To undertake a teaching timetable in accordance with the duties of a standard scale teacher.
- To continue to pursue own personal development as agreed with the relevant line manager.
- To act as a form tutor and carry out the duties associated with the role as outlined in the generic job description for that role.
- To play a full part in the life of the school community, supporting its distinctive aims and its ethos, and to encourage staff and students to follow this example.

Administration

- To work with the line manager for Science to ensure that work in the curriculum area reflects the school's ethos and maximises outcomes for students at all Key Stages.
- To manage the budget planning and monitoring function of the curriculum area and to ensure that the planning activities in the department reflect the needs of the students and the aims and objectives of the school.
- To ensure that the departments quality assurance procedures meet the requirements of the schools self-evaluation outcomes and the School Improvement Plan.
- To set targets with the line manager for Science for the Science department and to work towards their achievement.
- To contribute to lesson observations and undertake Performance Management Reviews, acting as the reviewer for members of the Science department.
- To be responsible for the efficient deployment of the staff in the department.
- To participate in the delivery of CPD for less experienced members of staff as part of the school's ITT/training opportunities programme.
- To participate in the interview process of prospective members of the Science department as required and to ensure effective induction of new staff in accordance with school procedures.
- To promote the team ethos within the Science department and ensure effective working practices are maintained.
- To ensure that H&S policies and practices (including risk assessments) are in line with National requirements and are updated where necessary, liaising with the schools' H&S team.

Curriculum, Teaching and Learning

- To provide strategic leadership, direction and support for Science staff, in the planning and delivery of the curriculum, including oversight of the development and implementation of new examination specifications and new department resources.
- To work with colleagues to promote the development of enrichment activities and the wider contribution of science to the whole school.
- To promote student uptake of Science options at KS5 and enhance student interest in appropriate related careers and further/higher education.
- To create a positive climate for learning, by modelling high quality lesson preparation, delivery and marking, modelling good classroom behaviour management, prompt time-keeping and mutual respect between staff and students.

- To model positive behaviour in and around the department at all times during the school day, to challenge unacceptable behaviour should it occur and to support colleagues where student behaviour is less than acceptable.
- To keep up to date with National developments in Science and Science teaching practice.
- To identify and promote the professional development needs of colleagues.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover is available for cover supervisors.
- To work with the SLG responsible for the timetable to ensure that the teaching commitments of the department are effectively and efficiently timetabled and roomed.

Assessment

- To monitor all aspects of on-going assessment and oversee the academic progress of the students in Science in line with whole school assessment and reporting policy and practices.
- To be responsible for student preparation for external examinations and for examination entries in the department in liaison with the Examinations Officer.
- To work with the relevant line manager for Science, to review examination results and identify strategies for improvement where appropriate.
- To produce reports on examination performance including the use of progress data for all year groups.

Communication

- To lead department meetings and attend wider school meetings as required by the Principal.
 - To ensure effective communication with parents of students where appropriate.
 - To attend and manage all public forums which promote the science department to the wider school community according to the school calendar.
 - To liaise with partner schools, primary schools, higher education, industry, examination boards and awarding bodies as appropriate.
 - To promote and celebrate the work of Science in the wider school community.
- To undertake any other duty as specified by STPCD not mentioned above.

Whilst every effort has been made to explain the main duties required above, each individual task undertaken may not be identified.

Duties which include the processing of any personal data must be undertaken within GDPR guidelines.

Date Reviewed: February 2018