Job Description

Post:	**Curriculum Leader**
Salary Grade:	**Salary ranges from A1 - A3 of the Sixth Form Colleges pay scale. Progression is dependent upon performance. 0.1FTE remission will be provided to support this role.**
Responsible to:	**Head of Department**

Key Purpose:

1	To promote the highest levels of achievement for all students through the promotion of inspirational teaching and learning.
2	To lead, develop and monitor the curriculum so as to maximise the achievement of all students.
3	The successful candidate will teach within their department or a related department.

Responsibilities:

1	**Participate in key College processes as required e.g. enrolment.**
2	**To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.**
3	**To work flexibly in the interests of the organisation as required.**
4	**To participate in performance development review processes and to undertake staff development activities as appropriate.**
5	**To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.**

Duties and Responsibilities:

Curriculum Leaders are responsible to the Head of Department for the organisation and teaching of their subjects in accordance with curricular policy laid down by the Principal.

a	To monitor the performance of the students and develop strategies alongside the Curriculum Manager to improve retention, attendance and achievement where necessary.
b	To develop and maintain a close working relationship with the progress team, Learning Leaders and Digital Leaders to plan effective strategies for tackling student underachievement or attendance issues.
c	To develop, implement and monitor strategies to increase the value added achieved by the team.
d	To plan and monitor the development of clear and comprehensive schemes of work and high quality assignments for all of the curriculum programmes.
e	To effectively lead and develop particular programmes. To be proactive in the monitoring of student progress, including attendance and assessments – such as IV and sample preparation.
f	To support the Head of Department in effectively deploying staff to deliver the curriculum.
g	To work with the Head of Department to drive the establishment of working relationships with external agencies.
h	Where appropriate to manage, develop and coach a group of staff and lead on curriculum area meetings, staff training and professional development.
i	Take reasonable care for the Health and Safety of self and others who may be affected by acts or occasions related to your work.
j	Other such relevant and appropriate duties as the Head of Faculty or Head of College shall require from time to time.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:
Name of the post holder:
Line manager to sign and date the job description:
Name of the line manager:

PERSON SPECIFICATION – Curriculum Leader

Qualification	**Essential** 1. Appropriate Degree, or equivalent. 2. Teaching Qualification, or willing to work towards this.	**Evidence** Application	**Desirable** a. A good honours degree in a curriculum related discipline.	 Application / Certificate
Experience	3. Experience of delivering a BTEC programme or an AS/A2 subject.		b. Proven record of successful delivery of a BTEC programme.	Application & Microteach
Skills / Qualities	4. Ability to motivate students with differing abilities and needs. 5. Ability to effectively monitor student attainment and use data to improve performance. 6. Excellent communication, interpersonal and organisational skills.	Application/ Interview Application/ Interview Application/ Interview	c. Evidence of use of successful strategies to improve attendance, retention and achievement as well as value added. d. Evidence of a solution focussed approach to solving problems. e. Evidence of leading a team.	Application, Interview, Microteach & References (taken on acceptance)
Attributes	7. A commitment to high standards of student attendance, punctuality and attainment. 8. Ability to work under pressure whilst maintaining accuracy and effective outcomes. 9. Ability to work on own initiative. 10. Flexible team player. 11. A commitment to equal opportunities and promoting diversity. 12. Ability to take responsibility for promoting and safeguarding the welfare of the young people you are responsible for, or come into contact with. 13. An ability to meet all of the objectives outlined in the job description for the post.	Application/ Interview		Application & Interview Application, Interview & Microteach