|  |  |  |  |
| --- | --- | --- | --- |
|  | Person Specification | **Essential** | **Desirable** |
| **Education and Training** | * Qualified Teacher Status
 | ✓ |  |
| * Good Honours Graduate
 |  | ✓ |
| Experience | * Teaching in 11-16 comprehensive education either as a trainee or existing teacher
 |  | ✓ |
| * Aware of strategies to raise student achievement
 |  | ✓ |
| Personal | * Excellent classroom teacher/practitioner
 | ✓ |  |
| * High quality interpersonal skills
 | ✓ |  |
| * Team player
 | ✓ |  |
| * Creative
 |  | ✓ |
| * Proactive and able to make decisions
 | ✓ |  |
| * Ambitious, personally and for the School
 | ✓ |  |
| * Positive ‘can do’ attitude
 | ✓ |  |
| * An educational vision focused on students
 | ✓ |  |
| * Excellent range of communication skills; listening as well as speaking, presenting, writing
 | ✓ |  |

**JOB PROFILE**

|  |  |
| --- | --- |
| Job Title | Curriculum Leader (Head of Subject) |
| Salary Grading |  TLR1a |
| Line Manager | Assistant or Deputy Headteacher |
| Date | 1st September 2015 |
| Job Purpose | * To lead the development of specified projects to raise attainment, enhance provision and increase participation in the Curriculum Area
* To carry out the professional duties of a teacher as circumstances may require and in accordance with the School’s policies under the direction of the Headteacher.
* To play a full part in the life of the School and its community, to support its mission and ethos and to be a role model for staff and students.
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| Job Dimensions | * Students: accountability for the oversight of learning of all students
* Staff: be accountable for co-ordinating the work of teaching staff and other relevant personnel within the Curriculum Area.
* Resources: Developing targeted learning resources to support the diverse make up of the student body.
* Oversee provision for Gifted and Talented with the Curriculum Area and implement strategies to ensure provision is in line with targets.
* Ensure effective targeted intervention to raise attainment and improve student progress
* Leading specific extra-curricular activities
 |

**KEY ACCOUNTABILITIES**

|  |  |
| --- | --- |
| **Strategic Direction and Development:**  Lead, develop and implement learning policies, plans, targets and practices to ensure contribution to whole School improvement. | * develop and implement policies and practices which reflect the School's commitment to high achievement effective teaching and learning.
* develop and implement policies and practices which reflect the School's commitment to enhancing outcomes for students
* contribute to developments across the subject area which identify clear targets, time­scales and success criteria for the Curriculum Area Action Plan.
* Accountable to the Assistant Headteacher (Pupil Progress) by monitoring and evaluating progress of the subject against the Curriculum Area Action Plan including the quality of teaching and learning.
* to lead the development of ICT within the Curriculum Area.
* Accountable for providing the Assistant Headteacher (Pupil Progress) with accurate and up to date information about the subject information in a timely way, to agreed deadlines
* analyse subject data to ensure that student performance targets are in line with Curriculum Area and whole School targets.
* undertake regular self evaluation to inform whole school self evaluation
* create a positive atmosphere for learning for all students across the subject area including the management of behaviour.
* contribute to whole School issues
* implement School policies and procedures e.g. Equal Opportunities, Health and Safety, SEN, Literacy, Numeracy and ICT across the curriculum area.
* to ensure provision for safeguarding and promoting the welfare of students across the subject area in lessons and other activities.
 |
| **Leading and Managing Staff:** provide the necessary support, challenge, intervention and information to sustain motivation and secure improvement in teaching and learning | * lead the development of the Priory School vision and values in the Curriculum Area and to secure commitment from all staff in the department
* be a positive role model for the Curriculum Area
* develop team-working strategies
* act as a Line Manager for Performance Management Reviews ensuring that PM is effective and linked to the School Plan/departmental plan; that objectives are focussed, relevant, and measurable
* support INSET provision by monitoring needs and ensuring CPD meets the training needs of the team.
* use coaching and mentoring strategies as appropriate to support staff development.
 |
| **Teaching and Learning:** secure and sustain effective teaching, evaluate the quality of teaching and standards of students’ achievements and set targets for improvement to ensure high standards across all key stages and external assessments. | * to draw upon best practice in learning and teaching and share across the Curriculum Area
* to develop the use of lesson observations to improve practice i.e. part of School self evaluation and review and internal procedures;
* lead the development and implementation of marking and assessment across the subject area is in line with School policies (including AFL policy).
* lead the development of effective reporting
* to implement educational enhancements (booster classes, trips and visits)
* lead the process of target setting across the subject area in line with curriculum practice and work towards their achievement
* lead the praise, rewards and good news/publicity about student participation and achievement
* monitor student progress and implement intervention strategies
 |
| **Deployment of Resources:** identify and monitor appropriate resources to ensure that they are used efficiently, effectively and safely | * ensure the effective deployment of resources to maximise student learning
* oversee the use of accommodation and resources to create a positive learning environment and where your evaluation shows that outcomes are not in line with targets, discuss and implement targeted actions to address this'
* co-ordinate the organisation and maintenance of equipment and stock ensuring that resources meet curriculum needs within the budget
* implement School policies, procedures and risk assessments with regard to Health and Safety
* act as a mentor/coach to staff new to the School and/or to teaching and to ensure effective induction;
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| **Communication** | * to communicate and consult with parents and Governors where appropriate
* to contribute to the wider aspects of the School and represent the subject area through effective participation in meetings e.g. Curriculum Leader meetings and Subject discussions.
* to liaise with external agencies as appropriate
* to chair meetings as appropriate
* to represent the wider curriculum area as and when required.
* to take responsibility for your subject area(s) in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with other schools.
 |
| **Curriculum Development** | * Evaluate subject development and provision (syllabuses/schemes of work) across the subject area in order to ensure appropriate challenge and success for every student.
* keep up to date with National developments in the subject area and teaching practice and methodology.
* actively monitor and respond to subject development and initiatives at National, Regional and local levels.
* lead the implementation, monitoring and evaluation of curriculum provision
* lead the implementation, monitoring and evaluation of extra-curricular provision
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| **Quality Assurance** | * Developing the use of Student Voice within the Curriculum Area
* to ensure the effective implementation of High Reliability protocols across the Curriculum Area
* evaluate the practice & report on examination performance in line with the School self evaluation process
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