

Curriculum Leader

Accountable to Hub Leader

**Overall
Purpose**

An effective Curriculum Leader will be responsible for the effective management of the subjects under their remit. They will work closely with the Hub Leader and subject staff under their remit.

Strategic Leadership

- Lead the subject specialists to ensure high quality schemes of learning support effective delivery of lessons across a defined set of courses.
- Coordinate staff timetables and rotations to ensure subjects are well organised.
- *Coordinate the input of teaching staff and support staff to ensure highly effective, up to date and appropriate resources are available for a wide range of students' needs.*
- Devise a system of storing resources which is efficient to the users, staff and students.
- Quality assure the schemes of learning and resources for other areas, in a collaborative approach to maintain high levels and consistency across the College.
- Reflect the RAP priorities in planning staff time and resources.
- Plan ahead for events beyond the usual College Day to ensure a fair and appropriate distribution of time and participation of all subject staff.

Educational Excellence

- Support colleagues of all levels of experience to deliver high quality learning experiences in line with the Teachers' Standards.
- Ensure students have access to high quality, appropriate learning to extend the learning experience beyond the classroom.

Operational Management

- Check the quality and availability of the schemes of learning in advance of their requirement.
- Ensure the chosen method for organising resources is effectively maintained.

- Signpost staff to related resources.
- Coordinate the input of staff from specialist areas to course development and collaborative planning for existing and new schemes of learning.
- Coordinate the resources for cover beyond the third day absence for a member of staff.
- Manage relevant meetings, coordinate decision making at subject level and communicate effectively the decisions and actions agreed.
- Manage specialist support staff such as technicians and peripatetic staff to ensure effective working practice lead to high students' outcomes.

Monitoring – Structures and Systems

- Ensure explicit and agreed criteria and protocols and consistently reinforce approaches.
- Implement and maintain evidence based reviews and decision making tracking improvement, in collaboration with the Hub Leader.
- Ensure support staff follow agreed protocols and policies.

Culture/Ethos

- Ensure praise, rewards, and celebrations are used to create a positive learning environment for staff and students.
- Champion a focus on high quality relationships (student to student, adult to students, adult to adult).
- Set and model an emphasis on achievement and high expectations and high expectations in every aspect of college life.

Line Management – Responsibility to and for

- Required by the School Teachers' Pay and Conditions document to carry out the professional duties of a teacher under the reasonable direction of the Head Teacher of the College and to report for the purpose of day to day management to a member of the core leadership team, acting as a supporter.
- Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the Head teacher.

This job description is not necessarily a comprehensive definition of the post or statement of procedures and tasks, but sets out the main expectations of the post holder's professional responsibilities and duties. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time by the Head Teacher after consultation with the holder of the post.

Child Protection

Employees must have due regard for safeguarding and promoting the welfare of children and young people and follow the child protection procedures adopted by the college/authority.

Signed Date

Name