

George Spencer Academy

JOB DESCRIPTION

Post: Curriculum Leader for Social Sciences

Smart Job Purpose

Professional leadership, management and development of a Curriculum area and accountability for securing high standards across the subject(s), high quality teaching and effective learning in a culture focussed on achievement, and the personal and social development of the students in harmony with the aims and ethos of the whole school.

Furtherance of the school's vision, values, ethos and culture as the lead Academy Trust secondary school, National Support School, , Teaching School, SCITT and Maths Hub, securing high standards and expectations in all aspects of academy life.

Role model with visible presence for staff and students, and disseminating positively Academy and Faculty policies.

Reporting to: Assistant Principal (Curriculum)

Line Management: Social Sciences Faculty team

Salary Grade: TLR 1c (£7853)

Strategic leadership and accountability

- Promote collaboration, team working and secure high team performance.
- Be accountable for the achievement of student of all abilities, including the outcomes of vulnerable groups and more able students.
- Lead, develop and deploy effectively the TLR holders within the area to implement the vision and raise the standards.
- Ensure self-evaluation and QA processes are implemented in line with school policy and practice lead to action and improvement in the Faculty and School Action Plan.
- Foster high achievement and excellence within the curriculum area ensuring that students are encouraged and supported to aspire beyond their personal best.
- Ensure good standards of behaviour across the area through effective rewards and sanctions in line with school policy. Intervene at the appropriate stage where necessary.
- Establish a culture that promotes excellence, equality and high expectations of all students.
- Embody the values of the school by acting as a lead professional and setting a professional example to staff and students.
- Ensure that appropriate policies, Handbook and standard operating procedures are in place to support staff in their work, especially those new to the Faculty.
- Communication - ensure the Principal, line manager and Governors are informed of Faculty developments, priorities, achievements and progress towards action plans via presentations and termly reports.
- Administration: Calendar of activities, marketing & publicity, promotions at whole school events e.g. Open evenings etc.
- Chair Faculty meetings and disseminate the action points.
- Participate in appropriate leadership, governor, staff meetings and training sessions as identified by the Principal.

Curriculum, Teaching and Learning:

- Be responsible and hold team members to account for the consistent implementation of the school's learning and teaching policy within the curriculum area.
- Ensure that all staff understand the essentials of good / outstanding lessons and actively encourage their consistent delivery.
- Support collaborative planning and facilitate high quality teaching and learning through the use of ICT e.g. the VLE for on-line lesson planning and sharing.
- Ensure compliance with school assessment marking and reporting policies. Lead and implement effective strategies to assess and track student progress accurately and co-ordinate timely intervention to prevent underachievement.
- Ensure quality homework is set and marked with constructive feedback.

- Ensure the effective use of assessment data to inform planning, grouping, target setting and challenging students to higher achievement.
- Liaise with Directors of Learning and Inclusion in all matters concerning student learning, progress and behaviour
- Assessment for Learning: Ensure Faculty compliance with all assessment and reporting policies, procedures and deadlines for students, parents and Governors.
- Monitor & evaluate assessment for learning strategies - consistency of marking across the team (folder of levelled work) Reports / SCANS to parents.
- Ensure quality homework is set and marked with constructive feedback.

Personnel: Line / Performance Management:

- Demonstrate commitment to effective working relationships, distributed leadership and individual and team development.
- Monitor and evaluate the quality of teaching and the effectiveness of team members in delivering student outcomes.
- Be accountable for the performance and line management of staff; line manage the Lead Practitioners / TLR holders.
- Engage effectively with the process of performance management, recognising and rewarding the achievement of staff and ensuring performance improvement.
- Support the professional and personal development of staff. Identify plan and organise staff learning – training coaching mentoring, inducting new staff, and ensuring the supervision of Newly Qualified Teachers and student Teachers, GTPs, ITT trainees.
- Ensure all staff set cover work when absent.

Resources and environment for learning:

- Decide upon priorities for spending allocated resource funds and maintain accurate records and control of spending.
- Embrace the best value principle and be able to demonstrate the impact of funding decisions.
- Promote the effective use, care, maintenance and security of resources within the area.
- Control resources, stock of books and equipment held by the curriculum area and ensure the inventory is up to date.
- Monitor the quality and effective use of classroom displays.
- Be responsible for good Health and Safety practice within the area.

Students, parents and community, system wide and international links:

- Regularly obtain student views and feedback through surveys and discussion on the quality of the received curriculum.
- Ensure that rewards policies are applied in line with whole school policy, so that students are praised and rewarded for good work.
- In line with whole school procedures, contact and involve parents in the learning process as appropriate for praise or behavioural support.
- Liaise with the Learning Support and have oversight of the identification of school action learners in line with the SEN Code of Practice, and disseminate relevant student information, including the use of IEPs and behaviour support plans.
- Liaise with the Exam Officers and Learning Support Assistants to ensure all aspects of internal and external exams are managed effectively.
- Provide opportunities for the development of student responsibility and leadership.
- Provide opportunities for extra – curricular activities to promote the subjects extended learning opportunities within the curriculum area, ensuring that any subject visits are organised in line with school policy.

Any other duties reasonably requested by the Principal commensurate with the level of remuneration.

This generic job description outlines the main duties and responsibilities of the post, it is not exhaustive, nor delineates each task or time to be spent. The job description may be amended at any time following discussion between the Principal and postholder.

October 2018