

COLTON HILLS COMMUNITY SCHOOL

JOB DESCRIPTION

Post Title:	Assistant Curriculum Leader /Second in Charge in Core Subjects
Purpose:	<p>To assist the curriculum leader of a core subject:</p> <ul style="list-style-type: none">• To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.• To be accountable for student progress and development within the subject area.• To develop and enhance the teaching practice of others.• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school• To be accountable for leading, managing and developing the curriculum area.• To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
Reporting to:	Curriculum leader, Director of Learning, Deputy Head Teaching & Learning (or other Line Manager)
Responsible for:	Teaching staff and other relevant personnel within the department.
Liaising with:	Head/Deputies, Director of Learning, other Curriculum Leaders, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LA staff, parents/guardians.
Working Time:	195 days pa. Full time
Salary/Grade:	TLR 2B
Disclosure level	Enhanced
Operational/ Strategic Planning	<ul style="list-style-type: none">• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the curriculum area.• The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.• To actively monitor and follow up student progress• To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH etc.• To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.• To lead and manage the business planning function of the department,

	<p>and to ensure that the planning activities of the department reflect the needs of students within the subject area, school improvement planning and the aims and objectives of the school.</p> <ul style="list-style-type: none"> • To link with the Curriculum Leader to ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission. • To foster and oversee the application of I.C.T. including the development of materials for any time – any where learning. • To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the designated person for Health and Safety.
Curriculum Provision:	<ul style="list-style-type: none"> • To support the curriculum leader to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
Curriculum Development:	<ul style="list-style-type: none"> • To lead curriculum development for the whole department. • To keep up to date with national developments in the subject area, teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the curriculum leader to maintain accreditation with the relevant examination and validating bodies. • To ensure that the development of the department is in line with national developments.
<u>Staffing</u> Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • To work with the curriculum leaders and Assistant Headteacher responsible for CPD to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To be responsible for the efficient and effective deployment of the Department's technicians/support staff. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the relevant staff to secure appropriate cover within the department. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the school's training and coaching programme, citizenship, numeracy and literacy, as required. • To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
Quality Assurance:	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To establish the process of the setting of targets within the department and to work towards their achievement. • To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all areas within the department. • Monitoring the quality of teaching and learning and sharing judgements

	<p>with teachers and support staff as appropriate.</p> <ul style="list-style-type: none"> • Identifying key professional development needs. • Ensuring that these are addressed through the provision of high quality coaching and mentoring by the curriculum leader, a member of the whole school group or through external agencies. The external provision will be through the Assistant Headteacher with responsibility for CPD. • To implement school quality procedures and to ensure adherence to those within the department. • To monitor and evaluate the curriculum area in line with agreed School procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system. • To make use of analysis, carry out any further analysis required and evaluate performance data provided or created. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To produce reports within the quality assurance cycle for the department. • To produce reports on examination performance, including the use of value-added data to include individual group and child performance. • In conjunction with the relevant Assistant Headteacher, to manage the Department's collection of data and the use of that data. • To provide the Governing Body with relevant information relating to the Departmental performance and development. • Contributing relevant sections of the SEF.
Communications:	<ul style="list-style-type: none"> • To ensure that all members of the department are familiar with its aims and objectives. • To ensure effective communication/consultation as appropriate with the parent/guardians of students. • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. • To represent the Department's views and interests.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases, and content for the plasma screens. • To lead the development of effective subject links with partner schools and the community, attendance, where necessary, at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events. • To actively promote the development of effective subject links with external agencies.

Management of Resources:	<ul style="list-style-type: none"> To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. To work with the curriculum leader in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.
Pastoral System:	<ul style="list-style-type: none"> To monitor and support the overall progress and development of students within the curriculum area. To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description for a teacher To contribute to PSHEE, citizenship and enterprise according to school policy. To ensure the Behaviour Management system is implemented in the curriculum area so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a teacher.
Additional Duties:	<ul style="list-style-type: none"> To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure that staff and students follow this example.

Other Specific Duties:

- To support and extend the development of pupils' literacy, numeracy and science skills both within the curriculum area and across the school by liaising and supporting staff as appropriate.
- To develop the use of new technologies within the curriculum area and to take a lead in their dissemination and adoption across the curriculum area and beyond
- To develop the effective use of new learning spaces especially the creative and innovative use of larger teaching and learning spaces
- Should the faculty leader be absent from school the post holder may be asked to undertake the role of faculty leader for an interim period.
- To undertake any other duty as specified in the School Teachers Pay and Conditions Document not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working

environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Job Description agreed by: **Signature of Headteacher:**

Signature of Postholder:

Date: