Curriculum Manager Job Description

Sir Harry Smith Community College is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Paragraphs 1 to 8 below are a Main Pay Range Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and as such may be amended by subsequent documents. Main Pay Range teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Principal. In addition to the duties and responsibilities of a Main Pay Range Teacher, you are, as an Upper Pay range teacher, required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the school are substantial and sustained and to ensure that you discharge the accountabilities under paragraph 9 and, if you are paid at the maximum of the Upper Pay Range, accountabilities under paragraph 10.

1. Teaching

1.1 Plan and teach lessons and sequences of lessons to the classes you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of student attainment, progress and outcomes.
1.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
1.3 Set and mark work to be carried out by the student in school and elsewhere.
1.3.1 Participate in arrangements for preparing students for internal and external examinations.

2. Whole School Organisation, Strategy and Development

2.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
2.2 Work with others on curriculum and/or student development to secure co-ordinated outcomes.
2.3 Supervise, and so far as is practicable, teach any students where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

3. Health, Safety and Discipline

3.1 Promote the safety and well-being of students in accordance with the school's Safeguarding and Child Protection Policy and other relevant policies.
3.2 Maintain good order and discipline among students in accordance with the school's Behaviour Policy.

4. Management of Staff and Resources

4.1 Direct and supervise support staff assigned to you and, where appropriate, other teachers.

4.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
4.3 Deploy resources delegated to you in accordance with school policies.

5. Professional Development

5.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
5.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6. Communication

6.1 Communicate with students, parents and carers in accordance with the school ethos, policies and practice.

7. Working with Colleagues and Other Relevant Professionals

7.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school.
7.2 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

8. Fulfil Wider Professional Responsibilities

8.1 Make a positive contribution to the wider life and ethos of the school;

9. Upper Pay Range Accountabilities

9.1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
9.2 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
9.3 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
9.4 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
9.5 Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
9.6 Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
9.7 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
9.8 Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.

10. Additional Accountabilities for the Maximum of the Upper Pay Range

In addition to the requirements of a Main Pay Range teacher and an Upper Pay Range teacher, teachers paid at the maximum of the Upper Pay Range are required to ensure that they:

10.1 Play a critical role in the life of the school.

10.2 Provide a role model for teaching and learning.

10.3 Make a distinctive contribution to the raising of student standards.

10.4 Contribute effectively to the work of the wider team.

10.5 Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning.

11. Curriculum Manager Accountabilities

In addition to the requirements above as a teacher at the College, you will receive an additional TLR for the role of Curriculum Manager.

Curriculum

- To monitor, track and report on all students ensuring resources are allocated effectively and necessary intervention is in place.
- To keep SLT link abreast on all issues, strengths and opportunities.
- To oversee health and safety issues relating to the specialist area. Liaise with the SLT Health and Safety link responsible for monitoring and organising staff's mandatory Health and Safety training programme.

Assessment

- To assess in line with whole school policy and expectations.
- To determine curricular area examination policy (area and external), liaison with examination boards and organise curriculum area examinations.
- To monitor and moderate assessment within the department to ensure teacher accuracy.
- To carry out regular work samples in line with College policy.

Pastoral

- To manage student's behaviour, class setting and discipline within the curriculum area.
- To liaise with form staff, middle and senior leaders and parents as necessary.
- To ensure student data is accurate, maintained and available to all staff.

Quality Assurance

- To evaluate staff performance on a regular basis part of the College Performance Management Policy.
- To attend formal and informal meetings with the SLT link person and/or Principal to discuss the performance of the curriculum area.
- To evaluate department performance on a regular basis in line with the College Outstanding Department Programme.

Communication

- To run curriculum area meetings and attend calendared meetings as required. Attend meetings to keep the Principal, Governors and SLT informed about curriculum area business.
- To provide written information for parents via reports, letters and parents' evenings and information for whole school target setting.

Staffing and In-Service Training

- To be responsive to staff performance, including support staff and student teachers. Provide support and guidance as necessary. Inform SLT of any causes for concern at the earliest opportunity.
- To take part in the Performance Management programme both as reviewee and, if required, as reviewer.

Finance, Resources and Accommodation

- To control the curriculum area budget, monitoring stock and equipment and maintaining its security.
- To review Health and Safety matters, care of rooms, corridors, notice boards and grounds within the curriculum area.

Whole-school Involvement

- To provide advice to the Principal and SLT on subject-related issues.
- To contribute to whole school groups as necessary.
- To be proactive by taking a lead in promoting the ethos of the school, both within the curriculum area and beyond.

This job description was revised in January 2017. It will be reviewed annually as part of the Performance Management process.

This job description and related documents provide the standards and framework for Performance Management Objectives for an Upper Pay Range teacher which will be set under the school's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the school's plans for improving the school's educational provision and performance and improving the educational opportunities of students at that school.