

**CURRICULUM LEADER, MFL**





Aylesbury Vale Academy

*Including Berryfields Church of England Primary School*

**JOB DESCRIPTION**

**GENERAL DESCRIPTION OF THE POST**

The holder of this post is expected to carry out the professional duties of a Curriculum Leader as described below. Above all, a Curriculum Leader is expected to take the initiative when faced with problems, to share and develop ideas with Senior Leaders and members of their team and to ensure successful outcomes from their curriculum area.

**MAIN PURPOSE:**

* To lead by example in all areas of professional practice, in the relentless pursuit of high standards.
* The leadership, management and development of the Curriculum team.
* To be responsible for the provision of an appropriately broad, balanced relevant and differentiated curriculum for students studying in the curriculum area.
* To inspire staff and students to participate in a comprehensive enrichment programme with a rich and varied provision which enhances student relationships with staff and each other and helps develop students’ lifelong learning skills

**DUTIES AND RESPONSIBILITIES:**

* To take responsibility for evaluating the performance of the MFL department to identify the priorities for continuous improvement and raising standards and to ensure equality of opportunity for all.
* To design an engaging and challenging curriculum that enables all students to enjoy the subject and achieve at the highest level, support by detailed schemes of work which ensure consistency and coherence across the curriculum area.
* To ensure that all student performance and behaviour data is understood, interpreted and acted upon effectively by all subject staff to modify planning and personalise support.
* To develop policies and practices and ensuring that resources are efficiently and effectively used to achieve the Academy’s values aims and objectives.
* To ensure that improvements in Literacy, Numeracy and ICT are priority targets for all students.
* To ensure students acquire the skills necessary to conduct inquiry and research and show independence in learning.
* To support the ethos and policies of the Academy and promote high levels of achievement and attainment in the curriculum area.
* To support the evaluation of the impact and effectiveness of the Academy’s interventions, polices and developments and analyse their impact on the curriculum area.
* To ensure the rigorous quality assurance processes are carried out within the curriculum area to monitor standards and accuracy of assessment.
* To support the performance management process as a reviewer and use the process to progress the personal and professional effectiveness of staff.
* To provide evidence across each phase that students make appropriate progress in relation to prior progress and national comparisons.
* To play a leading role in enhancing the quality of teaching and learning in MFL and use your own classes as consistent examples of high quality teaching and learning in your subject.
* To develop and enhance the practice of members of the MFL department and hold them to account for the quality of Teaching, Learning and Assessment and in following Academy expectations.
* To establish a dynamic and engaging learning environment that helps students develop study skills in order to achieve excellent learning and with increasing independence.
* To ensure that all Academy policies are implemented rigorously and consistently by subject staff.
* To ensure that parents/carers are well informed about the curriculum, targets, students’ progress and attainment in the curriculum area through reporting and meetings.
* To support the development of links with parents of students in the Academy.
* To maintain a presence around the school to ensure that the highest standards of behaviour and site usage are upheld.
* To manage a departmental budget and resources effectively and efficiently.