# 

# THE HAMMOND: Job Description – Curriculum Leader

April 2019

**1. INTRODUCTION**

JOB TITLE: Curriculum Leader

NAME OF HOLDER:

JOB PURPOSE:

Under the reasonable direction of the Principal, carry out the professional duties of a teacher. To raise standards of student attainment and achievement within the curriculum area and monitor and support student progress. Be accountable for student progress and development within the curriculum area. Develop and enhance the teaching practice of yourself and others. Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area, in accordance with the school's aims and curricular policies. Be accountable for leading, managing and developing the subject area. Manage effectively and deploy teaching/support staff, financial and physical resources within the department to support the designated subject portfolio.

Line Management: Reporting to – Vice Principal (Director of Teaching and Learning) and Principal.

Liaising With: the Principal, senior leadership team, other subject leaders, Student Support Services and relevant staff with cross-school responsibilities, boarding staff, relevant support staff, LA representatives, external agencies, parents, and other stakeholders.

Salary Scale:

Working Time:

**TEACHING**

Undertake an appropriate programme of teaching in accordance with the duties of a teacher.

To actively engage with the performance review programme and be accountable for own continuous professional development.

To uphold and exercise safeguarding procedures and policies in line with school policies and expectations.

**STRATEGIC/OPERATIONAL PLANNING**

Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.

Be responsible for the day-to-day leadership and management, control and operation of course provision with the department, including effective deployment of staff and physical resources.

Monitor actively and follow up student progress.

Implement school policies and procedures, e.g. equal opportunities, health and safety, COSHH, accommodation strategy, etc.

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. This should be presented through a Department Development Plan that is regularly updated and monitored. Be aware of the school’s SEN policy and take responsibility for delivering its day to day provision within the department. Be responsible for accessing all information related to students with SEN via the SEN register and meetings with the Learning Support Co-ordinator. Ensure that all staff are up to date and meet the needs of students with SEN.

Lead and manage the planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the school.

Work alongside the Vice Principal (Director of Teaching and Learning) to ensure that the work in the subject area fully reflects the school's distinctive ethos and mission.

In conjunction with the other managers, foster and oversee the application of I.C.T., literacy and numeracy and citizenship.

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 Director of Resources.

**CURRICULUM PROVISION**

Liaise with Vice Principal (Director of Teaching and Learning) to ensure the provision (amending or designing as necessary) of a broad curriculum in the subject area meets the aims of the school and the needs of all students.

Ensure that innovative and appropriate approaches to learning are made available to students with specific learning needs, for example: those with a low vocabulary base, those for whom English is a second (or subsequent) language, hearing or visual impairment (or other disability) and for the more able.

Work with other subject leaders to agree schemes of work so that the content of courses is complementary and so provides students with a broader understanding of the subject area and its links with other fields of study.

Ensure that all statutory requirements of the National Curriculum are met.

**CURRICULUM DEVELOPMENT**

Lead curriculum development for the whole department, ensuring schemes of work are rigorous and monitored on at least a termly basis.

Evaluate regional, national and international initiatives to promote learning and incorporate appropriate elements into the school’s strategy for the subject area.

Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

Liaise with the Vice Principal (Director of Teaching and Learning) and the Exams Officer to maintain accreditation with the relevant examination and validating bodies.

Evaluate the design and delivery of the curriculum for the subject area; continuously striving to improve all aspects whilst ensuring proper ‘value for money’ is obtained.

**STAFFING**

Work with the Vice Principal (Director of Teaching and Learning) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

Continue own professional development as agreed through the Performance Review process.

Be responsible for the efficient and effective deployment of the subject’s technicians/support staff, if applicable.

Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated subject area.

Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the subject area liaising with the Cover Co-ordinator/relevant staff to secure appropriate cover within the subject area.

Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.

Promote teamwork and to motivate staff to ensure effective working relations.

Participate in the school’s ITT programme, when applicable.

Be responsible for the day-to-day leadership and management of staff within the designated department and act as a positive role model.

**QUALITY ASSURANCE**

Ensure the effective operation of quality control systems.

Establish the process of the setting of targets within the department and to work towards their achievement. To keep abreast of national measurements of success as regards examination results.

Establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles in the subject area.

Contribute to the school procedures for lesson observation.

Implement school quality procedures and to ensure adherence to those within the subject area.

Monitor and evaluate the curriculum subject area in line with agreed school procedures including evaluation against quality standards and performance criteria.

Seek/implement modification and improvement where required.

Ensure that the subject area’s quality procedures meet the requirements of self-evaluation and the strategic plan.

**MANAGEMENT INFORMATION**

Ensure the maintenance of accurate and up-to-date information concerning the subject area on the management information system.

Make use of analysis and evaluate performance data provided.

Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.

Produce reports within the quality assurance cycle for the subject area.

Produce reports on examination performance, including the use of value-added data.

In conjunction with the relevant staff, manage the subject area’s collection of data.

Provide the Directors with relevant information relating to the subject area’s performance and development.

To actively and proactively promote the subject within and outside of school, and to be present and to lead auditions for the subject, if and when applicable.

**COMMUNICATIONS AND LIAISON**

Ensure that all members of the subject area are familiar with its aims and objectives.

Ensure effective communication/consultation as appropriate with the parents of students.

Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

Represent the subject area and school’s views and interests.

Contribute to the planning and delivery of school liaison activities.

Lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.

Promote actively the development of effective subject links with external agencies.

**MANAGEMENT OF RESOURCES**

Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying budgets, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

Work with the Vice Principal (Director of Teaching and Learning) in order to ensure that the subject area’s teaching commitments are effectively and efficiently time-tabled and roomed.

**BEHAVIOUR AND LANGUAGE FOR LEARNING**

Monitor and support the overall progress and development of students within the subject area.

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.

Act as a Form Tutor (where appropriate) and to carry out the duties associated with that role.

Contribute to PSHCE, citizenship and enterprise according to school policy.

Ensure the behaviour management system is implemented in the subject area so that effective learning can take place. Ensure you and staff understand and implement the whole-school behaviour and language for learning policy. Ensure Class Charts is used as the means to record positive and negative student choices, as well as appropriate merits and sanctions.

**SCHOOL ETHOS**

Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example

Support the school in meeting its legal and statutory requirements.

Promote actively the school’s corporate policies.

Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Signed: Employee Date:

Print: