SIR JOHN HUNT COMMUNITY SPORTS COLLEGE

**Post Title :** Curriculum Leader for EBacc

**Post Grading :** MPS/UPS + TLR1a

**Accountable to :** Assistant Principal

**Post Holder :**



**Main Purpose of the Post**

In addition to carrying out the professional duties of a teacher, other than the Principal (Appendix B), the Curriculum Leader for EBacc is responsible for the internal organisation, management and control of their curriculum area within the overall policies of the College. The Curriculum Leader for EBacc will be expected to lead and manage the team in developing the College's provision for study in their subjects (Spanish, History, Geography, Philosophy & Ethics, IT and Business Studies) and develop coherent strategies for raising standards. The Leader will also be expected to encourage and participate in subject-related clubs and activities.

To aid their professional development and in preparation for future promotion, Curriculum Leaders are given the opportunity to take on whole school responsibilities according to their strengths and interests.

**The Professional Duties and Responsibilities include:**

1. Leading and managing the EBacc team in accordance with the aims and policy of the College (see Appendix A).
2. Maintaining and raising the achievement of students studying the subjects.
3. To have an impact on the educational progress of pupils other than the postholder’s assigned classes or groups of pupils by leading, developing and enhancing the teaching practice of other staff.
4. Ensuring high standards of behaviour in their curriculum area (and adjacent corridors).
5. The development, implementation and evaluation of the annual departmental Development Plan.
6. To lead in self-evaluation of curriculum area.
7. The production of statements of policy, syllabuses, handbooks and schemes of work operating and required throughout the curriculum area.
8. Lesson preparation, standards and styles, marking and assessment, target setting, reporting, profiling and record keeping of teachers within their team (including supply teachers).
9. The content appropriateness, legibility, standard of teaching materials, worksheets and examination papers in their curriculum area.
10. The spending of budget allocations within the College financial guidelines.
11. All matters to do with student progress and assessment within their curriculum area, to include internal and external examinations, GCSE and ILP.
12. The identification and delivery of cross-curricular and enrichment initiatives.
13. The induction, performance management and professional development of staff within their teams, including ITT and other students.
14. Liaison as appropriate with primary and post 16 education providers.
15. The completion of such other duties or developmental work which may from time to time be required.

**Appendix A - Supplemental Guidance**

Curriculum Leaders will ensure that:

1. All members of their Team follow existing College Policies related to curriculum matters, including assessment, homework, literacy, numeracy, record keeping, Development Plan Targets etc.

2. Students' work is marked in accordance with the College Policy guidelines, at least once a fortnight. These results must be recorded.

3. They collect in class samples of students' work at least once a term and provide feedback to staff on its quality.

4. They check staff Record Books once each half term to ensure that there are clear records of work (including homework), attendance and marks being recorded in accordance with College and Departmental Policies. Again, feedback must be provided.

5. They check sample Student Diaries (with the students) once each half term, to ensure that their Teams are setting homework and it is being recorded.

6. They annually update their Curriculum Handbook in accordance with the guidelines in the Staff Handbook (to meet the Easter deadline). This should contain the annual team development and budget plans. Capitation will be released when these have been approved.

7. They undertake a full lesson observation for every teacher in their team during the year as part of the self-evaluation.

8. They ensure all classroom displays are changed each term.

9. Curriculum Meetings are fully minuted (including Training Days) with copies going to the Principal, Vice Principals and Staff Workroom File.

10. They meet with their Curriculum Vice Principal at least once a term to discuss any of the above as well as other curricular matters, such as differentiation, timetable, community involvement, displays and the use of financial, staffing and premises resources. As part of this process, they will normally ask to be provided with samples of students' work, differentiated teaching materials, record books etc.

Curriculum Leaders are asked to keep a record of Items 2, 3, 4, 5, 7, 8 and 10.

# Appendix B - Professional Duties of Teachers

**Teaching**

1 (a) Planning and preparing courses and lessons.

1. Teaching, according to their educational needs; the students assigned to the teacher, including the setting and marking of work to be carried out by the student in College and elsewhere.

(c) Assessing, recording and reporting on the development, progress and attainment of students.

In each case, having regard to the curriculum of the College.

**Other Activities**

2 (a) Promoting the general progress and well-being of the individual students and of any class or group of students assigned to the teacher.

(b) Providing guidance and advice to students on educational and social matters and on their future education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.

(c) Making records of and reports on the personal and social needs of students.

(d) Communicating and consulting with the parents of students.

(e) Communicating and co-operating with persons or bodies outside the College.

(f) Participating in meetings arranged for any of the purposes described above.

**Assessments and Reports**

3 Providing or contributing to oral and written assessments, reports and references to individual students and groups of students.

**Appraisal**

4 Participating in agreements made in accordance with The Education (School Teacher Appraisal) Regulations 1991 for the appraisal of their performance and that of other teachers.

**Review: Further Training and Development**

5 (a) Participating in Induction Training arrangements and contribute to the Induction Programme of newly qualified teachers as appropriate.

(b) Reviewing from time to time the teachers' methods of teaching and programmes of work.

(c) Participating in arrangements for further training and professional development as a teacher.

**Educational Methods**

6 Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

**Discipline, Health and Safety**

7 Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.

**Staff Meetings**

8 Participating in meetings at the College which relate to the curriculum for the College or the administration or organisation of the College, including pastoral arrangements.

**Cover**

9 Staff will be required to cover staff absence only rarely in circumstances which are not foreseeable. These events include cover for notification of a staff absence after 8.30 a.m. until an agency supply teacher can be placed and for staff being taken ill unexpectedly during the College day.

**Public Examinations**

10 Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations (if appropriate).

**Management**

11 (a) Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and probationary teachers.

(b) Co-ordinating or managing the work of other teachers.

(c) Taking such part as may be required of the teacher in the review, development and management of activities relating to the curriculum organisation and pastoral functions of the College.

**Administration**

12 (a) Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the College and ordering and allocation of equipment and materials.

1. Attending assemblies, registering the attendance of students and supervising pupils, whether these duties are to be performed before, during or after College session.

This document outlines the duties required of the post holder for the time being, to indicate a level of responsibility. It is not a comprehensive or exclusive list, and from time to time duties may be varied, which do not change the level of responsibility or general character of the job.

September 2019