



Dronfield Henry Fanshawe School

Success with Care

Job Description

Post title	Assistant Curriculum Leader (ACL) – Music
Salary and range:	MPS and TLR 2b
Line manager/s:	Curriculum Leader – CEA
Supervisory responsibility:	Faculty staff for their teaching of CEA

Roles & Responsibilities of ACL

Specific Roles & Responsibilities:

To be finalised following discussions with the Curriculum Leader post appointment. To be commensurate with pay and responsibilities of other Assistant Curriculum Leaders.

General Roles & Responsibilities:

- To deputise for the Curriculum Leader (CL) in their absence
 - To support the CL with the development and implementation of appropriate syllabuses, resources, schemes of work and Faculty policies and procedures
 - To support the CL in managing the day-to-day control and operation of course provision in the Faculty
 - To support the CL in establishing common standards of practice and developing the effectiveness and variety of teaching and learning styles within the Faculty
 - To support the CL in monitoring and evaluating the Faculty in line with agreed school procedures
 - To support the CL with Faculty-based meetings
 - To support the CL in developing and enhancing the teaching practice of Faculty staff
 - To support the CL in managing Faculty resources
 - To attend relevant forums and meetings as required
 - To contribute to school liaison and marketing activities
 - Carry out any other tasks deemed necessary by the line manager, commensurate with grading and level of responsibility of the job, or as directed by the Headteacher
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Roles & Responsibilities of a Class Teacher

Core purpose of the job:

- Be responsible for the learning, attitude, guidance and achievement of all students in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct

- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of students
 - Act within, the statutory frameworks, which set out the professional duties and responsibilities and in line with the duties outlined in the School Teachers Pay and Conditions Document and Teacher Standards 2012
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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Duties and responsibilities

All teachers are required to carry out the duties of a school teacher as set out in the School Teachers Pay and Conditions Document. Teachers should also meet the Teacher Standards (2012). Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the school.

Learning and Teaching

- Deliver an ambitious curriculum as relevant to the age and ability group/subject(s), ensuring that the National Curriculum and relevant exam specifications are fully met, as relevant to the age and ability group/subject/s
- Be responsible for the planning, preparation, development and evaluation of learning and teaching materials and sequences of lessons for own classes that focus on making learning stick in long-term memory
- Be accountable for the attainment, progress, attitudes and outcomes of students, particularly groups who are at risk of underachievement (e.g. 'disadvantaged' students and/or high attaining students)
- Be aware of students' capabilities, their prior knowledge and plan teaching and personalise appropriately to build on these demonstrating knowledge and understanding of how students learn
- Have a clear understanding of the needs of all students, including those with special educational needs; higher attaining students; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of, and take responsibility for, promoting high standards of literacy including the correct use of spoken English (irrespective of the specialist subject)
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging objectives and expectations for students of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Be an effective mentor of a vertical mentor group
- Make accurate and productive use of assessment to secure students' progress, adapting future teaching in response
- Give students regular and specific feedback, both orally and through impactful written feedback and ensure that students always respond to the feedback, reflect on progress, their emerging needs and take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set purposeful homework that consolidates class-based learning or prepares students for future lessons and plan other out-of-class activities (e.g. field trips) as

required and appropriate to consolidate and extend the knowledge and understanding students have acquired

- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document

Attitude to learning and safety

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of students
- Have high expectations of behaviour, promoting the 3Rs (responsibility, resilience and reflection) to all learners
- Carry out other duties, as directed by the Headteacher, required to protect the health and safety of children (e.g. fire marshalling or evacuating children from school in the event of an emergency)
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures, KCSIE (2019) and Safer Working Practices

Team working and collaboration

- Participate in any relevant meetings/professional learning opportunities at the school, which relate to the learners, curriculum content, design and organisation, or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional learning of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum and its design, organisation and pastoral functions of the school
- Contribute to the 'Big 3' improvement priorities
- Cover for absent colleagues within the remit of the School Teachers' Pay and Conditions document

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to students' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as required

- Participate in and carry out any administrative and organisational tasks within the remit of the School Teachers' Pay and Conditions Document

Professional learning

- Regularly review the effectiveness of teaching and assessment procedures and its impact on students' progress, attainment and well being, refining approaches where necessary, responding to advice and feedback from colleagues
- Be responsible for improving teaching through participating fully in training and development opportunities identified by the school, the team or as developed as an outcome of individual appraisal
- Proactively participate with the school's appraisal process
- Actively seek support where there are gaps in subject expertise and lead sessions for others where strengths exist

Other

- Comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- Adopt a professional standard of dress which sets a good example to students
- Have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality, complying fully with the school code of conduct

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change.

Signature of post holder:

Date: / /

Signature of Headteacher:

Date: / /