



# St Bonaventure's School

## Curriculum Leader for Government & Politics Job Description

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This appointment is subject to an Enhanced DBS check, positive references and stringent safer recruitment protocols.

<b>Responsible to:</b>	The Headteacher
<b>Appointment:</b>	Full time
<b>Scale:</b>	MPR / UPR + TLR 2c
<b>Salary:</b>	MPR / UPR + £7,017 (Inner London Allowance)
<b>Purpose:</b>	<p>To work within the school middle leadership team to ensure an Outstanding provision for the students and parents.</p> <p>To utilise skills, knowledge and understanding effectively to develop an innovative and creative curriculum.</p> <p>To ensure that our students feel supported and are allowed to maximise their potential within an environment of good order and effective teaching.</p> <p>Assist the Headteacher in leading and managing the school.</p> <p>Play a major role in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:</p> <ul style="list-style-type: none"><li>o Establishing the policies through which they shall be achieved.</li><li>o Leading and managing staff and resources.</li><li>o Monitoring progress towards their achievement.</li><li>o Maintaining an Outstanding provision.</li></ul> <p>This is an excellent opportunity for someone to develop skills, knowledge and understanding of school leadership.</p>
<b>Liaison with:</b>	<p>Assistant Headteachers.</p> <p>Deputy Headteacher with responsibility for Teaching and Learning.</p> <p>Deputy Headteacher with responsibility for Pastoral issues.</p> <p>Other Curriculum Leaders.</p>
<b>Responsibilities:</b>	<p><b>School Leader</b></p> <ul style="list-style-type: none"><li>● To lead an Outstanding specialist team.</li><li>● To report to members of SLT and the Governing Body with all issues relating to progress in Government &amp; Politics.</li><li>● To attend all necessary meetings.</li><li>● Undertake the normal responsibilities of a class teacher.</li></ul>



# St Bonaventure's School

- To attend all evenings that are held, to inform parents of school curriculum, interventions, student progress or pastoral care, as appropriate.
- To effectively manage and deploy staff to ensure the best outcomes for students.

## Intervention

- To monitor the progress of students in all years with regards to progress in Government & Politics, identifying suitable and appropriate strategies to raise achievement levels.
- To liaise with SLT to identify intervention strategies for underperforming students and cohorts of students.
- To monitor the effectiveness of intervention strategies used in Government & Politics.
- To participate in and organise strategies to raise progress levels in all students.
- To deploy the team of teachers to ensure maximum progress for students.
- To hold staff accountable for their professional responsibilities and conduct, to ensure that students receive a world class education.
- To liaise with parents to ensure that they are fully involved and informed about all issues of progress and intervention.

## Organisation and Management of the School.

- To contribute to the maintenance and development of the school's ethos, values and overall purpose.
- To contribute to formalising the aims and objectives of the school and policies for implementation.
- To contribute to planning for improvement which will convert school aims and policies into actions.
- To contribute to the efficient organisation, management and supervision of school routines.

## Student Care

- To be responsible for the effective monitoring of student welfare and progress.
- To be responsible for the identification of student groupings and their progress in Government & Politics in each year.
- To assist with the management of behaviour and student safety in the school.
- To guide and instruct other members of staff with regarding to positive behaviour management.



# St Bonaventure's School

## Management of Staff

- To be responsible for line management of all within the team and appraisal of specific individuals.
- To manage and lead a successful team of teachers.
- To be fully involved in all elements of the school monitoring and self-evaluation process.
- To participate, when necessary, in the recruitment and development of staff.
- To contribute to good school management by ensuring positive staff participation, effective communication and procedures.
- To provide professional advice and support and identification of training needs.
- To lead by example as a teacher and as a manager, achieving high standards of student attainment, behaviour and motivation through effective teaching.

## Relationships

- To be responsible for fostering positive professional relationships within the team and across the school.
- To help in maintaining and developing effective communications and links with parents to provide positive responses to concerns and problems.
- To develop and maintain positive links and relationships with the community and all external agencies.
- To monitor the standards of behaviour and achievement and intervene and support as necessary.

## Leadership

- To support the Headteacher in providing a clear direction for the development of the school.
- To report to staff as requested.
- To uphold the school's code for behaviour and uniform.
- To attend staff meetings, parents evenings and Open evenings.

## General Duties

- To undertake other duties and responsibilities as required by the Headteacher commensurate with the grade of the post.



# St Bonaventure's School

## Person Specification

### Experience:

- Shows the ability to be an outstanding classroom practitioner.
- Has taught classes at all ages and all abilities.
- Able to demonstrate that students within their care make good progress.
- An experienced teacher of A Level Government & Politics.

### Skills:

- An understanding of how data is used to inform decisions.
- Able to use ALPS, RAISE and FFT to identify cohorts of students.
- Excellent written and verbal skills
- Excellent organisational and planning skills.
- Able to relate to all staff in the school.
- Able to work on one's own, using one's own initiative.
- A good working knowledge of ICT and School Management of Information systems.
- A good knowledge of Positive Behaviour management strategies.
- Able to reduce tension in relationships.

### Qualities:

- Passionate about teaching.
- Understands that education has the ability to change lives.
- Enjoys working with children.
- Effective communicator.
- Confidential.
- Trustworthy and honest.
- Committed to improving the life chances of children.
- Enthusiastic.
- Caring, sympathetic, nurturing.
- Confident, positive and flexible.
- Sympathetic to the Catholic Faith and identity of the school.
- A calm disposition.

May 2021