



Assistant Curriculum Leader of Humanities Job Description

JOB DESCRIPTION FOR:	Assistant Curriculum Leader of Humanities	Name:	
Main responsibilities/Purpose:			
<ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the designated subject area(s) as appropriate To monitor and support the overall progress and development of students as a teacher/ Form Tutor To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential To contribute to raising standards of student attainment To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth 			
Line Manager: Curriculum Leader of Humanities			
Line Managing: Potential to line manage members of the department			
Liaising with: Curriculum Leader and other colleagues in department, relevant non-teaching support staff, LEA representatives, external agencies and parents.			
Working Time: Full-time; + In-service days; Directed time as detailed by Headteacher			
Target Teaching Load: 21/25			
Salary/Grade: MPS/UPS plus TLR 2:1			
Position on Pay Scale (highlight): NQT Main Pay Range Upper Pay Range Leadership Administrative			
Post duties (+ TLR if applicable): TLR 2.1			
Relating to School Mission Statement:			
<ul style="list-style-type: none"> In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St Mary's, Leyland places the highest value on the very positive and supportive relationships which exist between teachers and between teachers and pupils. Teachers are expected to set a positive example to others in this respect. 			
Operational/ Strategic Planning			
<ul style="list-style-type: none"> To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department. To contribute to the Curriculum Area and department's development plan and its implementation. To plan and prepare lessons in the short and medium term time frame. To contribute to the whole school's planning activities. 			
Curriculum Provision:			
<ul style="list-style-type: none"> To assist the Curriculum Leader and the Deputy Headteacher, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives. 			
Curriculum Development:			
<ul style="list-style-type: none"> To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives 			
Staffing / Staff Development / Recruitment/ Deployment of Staff			
<ul style="list-style-type: none"> To take part in the school's staff development programme by participating in arrangements for further training and continuing professional development. To continue personal development in the relevant areas including subject knowledge and teaching methods. To engage actively in the Performance Management/Appraisal Review process. To ensure the effective/efficient deployment of classroom support To work as a member of a designated team and to contribute positively to effective working relations within the school. 			
Quality Assurance:			
<ul style="list-style-type: none"> To help to implement school quality procedures and to adhere to those. To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. To review from time to time methods of teaching and programmes of work. To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. 			
Management Information:			
<ul style="list-style-type: none"> To maintain appropriate records and to provide relevant, accurate and up-to-date information for attendance, assessments and registers. To complete the relevant documentation to assist in the tracking of students. To track student progress and use information to inform teaching and learning. 			



Assistant Curriculum Leader of Humanities Job Description

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison:

- To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Curriculum Leader and Deputy Headteacher to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students

UPS1, UPS 2 or UPS 3 duties (highlight if applicable):

Duties related to Teaching & Learning:

The Teachers' Standards document gives a full description of teacher competencies at different levels. This will be referred to when making judgements on the quality of teaching and performance generally under Appraisal/Performance Management regulations. <http://www.education.gov.uk/schools/teachingandlearning/reviewofstandards>

- To undertake a pro rata appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To make appropriate provision for pupils with Special Educational Needs based on the I.E.P.'s produced in conjunction with the Learning Support Department.

Duties relating to Pastoral /Other/Specifics:

To 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.

Other Specific Duties:

- To support the school in meeting its legal requirements for worship.
- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



Assistant Curriculum Leader of Humanities Job Description

Signature Post Holder:

Signature Line Manager:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.