**Job Description**

**Post Title:** Curriculum Manager

**Location**: Ravenswood Community Primary School

**Reporting to:** Headteacher

**Grade:** MPR

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**Principal Responsibility**

The appointment is subject to the current conditions of service for Teachers contained in the School Teachers’ Pay and Conditions document and other current education and employment legislation.

In carrying out the duties, the Curriculum Manager shall consult, when appropriate, the Headteacher, Deputy Headteacher, Senior Leadership Team, Governing Body, the staff of the school and the parents.

This role could also include some teaching commitment (maximum 0.4 of weekly timetable).

**Specific Responsibilities re: Curriculum Manager**

**Learning and Teaching**

To work with the Senior Leadership team and the school community to monitor and evaluate the quality of teaching and standards of pupils’ achievement, using benchmarks and setting targets for improvement, by:-

1. Ensuring a consistent and continuous school-wide focus on pupils’ achievement in foundation subjects to give them a broad and balanced curriculum. To find opportunities to embed foundation subjects within the core curriculum. Use data and benchmarks to monitor progress in every child’s learning;
2. Overseeing the preparation of termly reports re: progress and attainment of all pupils for foundation subjects for the Deputy Headteacher highlighting areas of success and those for concern;
3. Using this data to discuss with subject co-ordinators how they can support teachers, leaders and other staff effectiveness of teaching and learning and identifying alternative strategies to further develop practice;
4. Be aware of current evidence based strategies used to support further progress and attainment of groups of pupils in foundation subject areas;
5. Supporting a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
6. Monitoring Subject Leaders demonstration and articulation of high expectations and setting appropriate targets for children at risk of not making appropriate progress or attainment with appropriate staff in key skills; Feeding back to Deputy Headteacher, both verbally and in writing.
7. Reviewing action plans of Subject Leaders and ensure pace and rigour throughout the school in foundation subjects resulting in a positive impact upon pupil progress and levels of achievement and feeding this back to appropriate staff;
8. Giving effective feedback which supports and challenges pedagogical thinking and practice, which in turn contributes to staff development.
9. Support teachers practically in achieving Quality Marks in their subject or some other form of external recognition.

**Securing Accountability**

To engage in the systematic and rigorous evaluation of pupils’ work, ensuring the collection and use of a rich set of data for foundation subjects to understand the strengths and areas of development for the school in order to develop the school by:-

1. Working closely with Subject Leaders by providing information, objective advice and support that enables the school to meet its responsibilities for securing effective teaching and learning and improved standards of achievement across a broad and balanced curriculum;
2. Contributing to a school ethos which enables everyone to work collaboratively;
3. Using a range of evidence, including national data and the school’s own performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance in key skills and understanding of subject knowledge;
4. Reflecting on personal contribution to school achievements and taking account of feedback from others.

**Main Professional Duties as a Teacher (if relevant):**

The job title of ‘teacher’ requires that you should take an appropriate share of the responsibilities attached to teachers generally within the school in connection with the teaching of pupils, the preparation and marking of their work, and the promotion of their progress and welfare.

It is expected that you will operate in a style consistent with the agreed ethos, vision and aims of the school. You should expect appropriately high standards of behaviour and achievement, follow procedures for monitoring, recording, assessment and reporting.

You will safe guard the health and safety of all persons in the school, supervising pupils in accordance with school policy.

**1. Teaching:**

1. Planning, preparation and teaching of clearly structured differentiated lessons using a variety of interactive teaching methods, which interest and motivate pupils in accordance with school policy, or work from a class teacher’s plan effectively.
2. Organising work, grouping and teaching pupils, and marking work to meet the needs of individual pupils following the school’s Marking and Feedback Policy.
3. To promote active and independent learning that enables pupils to think for themselves and manage their own learning.
4. Assess, record, and report progress and attainment in accordance with school policy (as appropriate).
5. Organise and manage teaching and learning time effectively.
6. Organise and manage the physical teaching space, tools and resources safely and effectively in accordance with school policy.
7. Set high expectations for pupil behaviour and establish a clear framework for classroom discipline in whatever class the teacher is in.
8. Provide homework and other out-of- class work which consolidates and extends work carried out in the class and encourages children to learn independently (if appropriate).
9. Recognise and respond effectively to equal opportunity issues as they arise in the classroom, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
10. Communicate and consult with the parents and carers of pupils
11. Maintain communication with relevant external organisations
12. Participate in meetings that aim to support pupils for whom they have responsibility
13. To assess progress and report achievements and future targets in accordance with school policy
14. To use assessment to inform future planning and provide evidence when requested.
15. Liaise with class teachers to ensure a smooth transition between the class teacher and the person in this role.
16. Have a thorough knowledge of, and be confident in, teaching the relevant curriculum dependent upon phase/key stage.

**2. Other Duties**

1. To take fair shares in duties, e.g. playground duties, staff room rota, etc.
2. To attend staff meetings and five training days each year
3. To attend a range of after-school meetings for parents, e.g. Progress and Attainment Meetings.
4. To be responsible for the well-being and development of other adults in the classroom, e.g. teaching assistants, students, parent helpers.
5. To share in the responsibility of maintaining standards of behaviour throughout the school.

The duties may be varied to meet changed circumstances in a manner compatible with the post held.