



# Job Description

## Curriculum Coordinator

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### Main purpose

The aim of this role is to oversee and support the delivery of Spaghetti Bridge's Enterprise Learning curriculum and pedagogy. This involves:

- supporting the design, implementation, evaluation, and development of the whole-school and individual student curriculum, including leading on curriculum areas and facilitating accredited and formal learning and assessment
- leading as part of the school leadership team on the quality of teaching and learning at the school through line management, staff mentoring, and designing and delivering continuous professional development
- supporting the operational functioning of the school on a daily basis, such as managing the daily school operations, ensuring all student documentation is accurate and up to date, supporting offsite visits and transition days, facilitating the admissions process, debriefing staff and covering staff absence in base rooms
- leading a team of teachers as line manager
- managing and leading on the student review process, including Education, Health, and Care Plan Reviews, LAC, PEP, CIN and other reviews and serving as the Designated Teacher for Looked After Children

Additionally, the purpose of the role is to inspire a creative atmosphere for staff to flourish and work together; and to establish a culture which promotes the key aspects of the school and the greater community of Spaghetti Bridge's ethos.

### Duties and responsibilities

#### Strategic

To work with the Senior Leadership Team to determine and quality assure the strategic development of all aspects of curriculum delivery including:

- To develop and quality assure the initial assessment and baselining of potential students
- To assure that individualised targets meet the needs on an individual basis and that students make ambitious progress
- To develop and quality assure individualised programmes for students
- To develop, implement, maintain and quality assure the systems of measuring progress to fall in line with the School/Spaghetti Bridge's methodological approach to working with young people
- To work closely with the Senior Leadership Team on developing the appropriate resources to facilitate the curriculum to be in line with the School/Spaghetti Bridge's ethos and methodology
- To use data to evaluate the impact of the curriculum on the individual student and whole school level and adjust the curriculum accordingly
- To lead on a specific area of the curriculum as required
- To support the delivery of Enterprise Learning through active research and the implementation of current pedagogical best practices

To work closely with the education staff, including teachers, RSL's & TAs to quality assure the following aspects to programme delivery:

- To quality assure that staff plan appropriate activities which adhere to Spaghetti Bridge’s Enterprise Learning approach, Ofsted’s Education Inspection Framework, and Independent School standards.
- To ensure that staff monitor the progress against set targets, including EHCP targets, and plan intervention strategies accordingly where there are identified gaps in learning.
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- To empower and assist the teaching staff to develop new areas of the curriculum and work with the SLT in providing the appropriate curriculum resources.

To lead, develop, maintain and measure the impact of the School/Spaghetti Bridge Learning & Development Strategy which includes the following areas of responsibility:

- To ensure that all staff development appropriate levels of skills and knowledge and methods of delivery of the curriculum, including the Relational Support curriculum
- To implement and quality assure systems of measuring the impact of specific areas of learning & development
- To lead on lesson observations and track and develop staff in areas where there are gaps in skills and knowledge

**General Leadership Responsibilities:**

The Curriculum Coordinator will be expected to:

- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- Contribute to school self-evaluation and development plan, including the development of the implementation and impact of the wider curriculum and of specific areas of the curriculum, such as literacy or PSHE
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school’s policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective operation of the SEND policy and coordination of provision
- Work with professionals such as educational psychologists, health and social care professionals, mental health services, independent and voluntary bodies and integrate their recommendations into students’ curriculum
- Support student transitions into the school and into their post-school placement, including work and continuing education
- Be a key point of contact for external agencies and the local authority
- Implement and lead intervention groups
- Ensure records are maintained and kept up to date, and to take responsibility for relevant policies and updates
- Coordinate, plan and chair all SEND reviews and EHC Annual Reviews and attend other reviews, such as LAC, CIN, and other reviews to represent the school
- Communicate effectively and regularly with parents or carers
- Lead on the assessment of learning, including formal and accredited assessment
- Hold the role of Educational Visits Coordinator for their students

**Person specification**

Criteria	Qualities
<b>Qualifications and training</b>	GCSE (or equivalent) in English and maths Relevant Degree Recognised teaching qualification

<b>Experience</b>	<p>Successful leadership and management experience in a school or other relevant organisation</p> <ul style="list-style-type: none"> <li>• <i>Experience of designing and delivering schemes of work</i></li> <li>• <i>Experience of managing networks of employers/external organisations</i></li> <li>• <i>Experience of working in a school</i></li> </ul>
<b>Skills and knowledge</b>	<p>Good IT skills</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p> <p>Ability to organise workload and manage time effectively</p>
<b>Personal qualities</b>	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>Uphold and promote the ethos and values of the school/organisation</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Maintain confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Curriculum Coordinator will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher and Senior Leadership Team and the post is likely to have to adapt over time to meet the changing needs of the school and our students.

Postholder Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_