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| **JOB DESCRIPTION** | Oldbury-Academy-Logo |
| **Job Title:**  Curriculum Specialist |
| **Service term & Grade:**  **Teacher / TLR2a** |
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| **Department / Section**: | **Responsible to**: Head of Faculty |
| **Contacts:** SLT, Heads of Department, staff, parents, outside agencies. | **Responsible for**: |
| **Working hours / pattern:** 195 days per year. Full-time | **Special Conditions**: |

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| **Main Purpose:**   * To assist the Head of Faculty in the following areas, as required:   + To raise standards of students’ attainment and achievement within the Faculty in line with whole school priorities, national benchmarks and targets.   + To track, monitor and support pupil progress across the Faculty’s disciplines in line with whole school priorities, national benchmarks and targets.   + To actively challenge, support and develop staff performance in relation to students’ attainment and assessment strategies.   + To contribute to the quality of teaching and learning within the Faculty, leading, coordinating, managing and developing the work of Faculty staff.   + To take a lead in sharing, developing and enhancing teaching practice or assessment within the Faculty and across the school.   + To monitor and quality assure tracking and target-setting systems and all aspects of teaching and learning, including: planning, marking, differentiation and assessment for learning within the Faculty.   + To be responsible for the management and deployment of Faculty staff and resources, developing value added approaches to the work of the Faculty through increased efficiency and the effectiveness of the development of all resources and assessment.   + To develop, implement and support all school policies and procedures and ensure consistency of practice.   + To ensure that external examination systems and processes are fit-for-purpose and in line with national and the academies expectations and to ensure that qualifications offered meet both the needs of our students and national performance table criteria. |

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| **Operational/ Strategic Planning** | |
| * To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the Faculty, ensuring that they are appropriate in meeting the needs of students and in-line with curriculum developments and changes. * Supporting the management, control and operation of course provision, including effective deployment of staff and resources. * To contribute to the coordinate and management of the development of Faculty and Departmental Improvement Plans and creation of a vision for the future. | |
| **Curriculum Development:** | |
| * To respond (through monitoring, audit and review) to national and local developments and/or initiatives and maintain an expertise in the field to ensure the Faculty is in line with leading edge strategy. * To contribute to the management and development of the curriculum at all Key Stages in the Faculty with particular responsibilities to be agreed with the Head of Faculty. * To maintain up to date Schemes of Work and resources, as required. | |
| **Staffing** |  |
| * To support development of a single team approach across the Faculty and the school, promoting ownership, motivating staff and developing a positive ethos within the Faculty. * To assist in the management of staff, ITT student placement and volunteers working in the Faculty. * To participate in the process of new appointment / engagement and induction of staff, service providers, ITT students and volunteers, as required. * To participate in Performance Management reviews as required and provide INSET for staff within the Faculty. * To be proactive in developing themselves and the staff within the Department. | |
| **Quality Assurance** | |
| * To assist the Head of Faculty in the following areas, as required:   + To implement, monitor, audit and evaluate school quality procedures within the Faculty, ensuring a consistent approach across the school and to act upon the evaluation of these procedures set against quality standards in the school.   + To implement and maintain moderation procedures which ensure that marking, tracking, target-setting and assessment results/outcomes are accurate and consistent throughout the Department.   + To monitor and review the impact of policies, systems and procedures within the Department, ensuring all policies and risk assessments are current and effectively implemented.   + To manage arrangements for internal tests/examinations for the Faculty and to be responsible for the accuracy of the exam entries. | |
| **Management Information:** | |
| * To collate, analyse and evaluate performance data within the Faculty. * To produce reports on examinations and staff performance and to report to the Governing Body. | |
| **Communications:** | |
| * To represent the views and interests of the Faculty at school level, as required, and ensure effective communication and consultation across a range of agencies and bodies. * To contribute to and occasionally lead regular Faculty / Departmental meetings and to ensure that agendas and notes for all meetings are made, distributed and stored, as required. * To liaise and communicate with the SLT Lead, other SLT members and all staff within the Faculty. | |
| **Marketing and Liaison:** | |
| * To contribute to school liaison and marketing activities. * To assist in the development of effective subject/department links with primary colleagues and post 16 institutions. * To provide information for the Annual Parents Report, Prospectus, School website and all other publications, as appropriate. * To ensure the Faculty environment is tidy, organised and pupil work is displayed. | |
| **Management of Resources:** | |
| * To support the Faculty expenditure strategy, monitoring equipment and stock records and deciding where to target additional resources, ensuring the effective and efficient deployment of resources through the Faculty and the school, avoiding duplication of purchase where unnecessary. * To liaise with the Faculty Head and SLT lead on rooming and teaching commitments. | |
| **Pastoral System:** | |
| * To promote high standards of discipline and pastoral care throughout the Department and in line with the whole school systems and behaviour and discipline policy. * To act as a form tutor and to carry out the duties associated with this role where necessary. * To support the development of students through contributing to PSHCE, Citizenship, Enterprise and WRL. Spiritual Moral, Social and Cultural Development. * To ensure that Behaviour Management systems and Rewards and Sanction procedures are implemented consistently to ensure effective teaching takes place within the Faculty. To develop, promote and introduced new initiatives in relation to these areas. | |
| **Teaching:** | |
| * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. | |
| **Other Specific Duties** | |
| * To play a lead role in the life of the school community, to support its distinctive mission ethos and to act as a role model to ensure and encourage staff and students to follow this example. * To continue both personal and professional development and to actively engage in the performance review process. * To undertake any other duty as specified by STPCD not mentioned above. * Employees are expected to be courteous to colleagues and provide a welcoming environment to those who come into contact with the school. * To carry out the responsibilities of the post with due regard to the Academy’s policies, organisation and arrangements, including (but not exclusively) those relating to Child Protection, Health and Safety at Work, Data Security & Confidentiality and Equality. * To perform such other duties as may be required from time to time. | |