

JOB DESCRIPTION

Job Title: Assistant Curriculum Leader- English, Maths, Science
Responsible to: Curriculum Leader – English, Maths, Science

Job Purpose:

- To be assist the curriculum leader in leading curriculum development and delivery in a specified area.
- To support the development of excellent teaching, learning and assessment in line with agreed academy standards

Principal Duties:

To perform all duties identified in the job description for teachers and in addition:

Leadership and management

- To deputise for the curriculum leader in their absence.
- To promote student progress and achievement and work with the Curriculum Leader to ensure a range of appropriate interventions are in place to ensure students achieve challenging targets and their full potential.
- To assist in leading an identified learning team and drive improvements through implementation of the learning team development plan.
- To lead on specific aspects of curriculum development and teaching and learning practice for the curriculum area as agreed with the curriculum leader.
- To contribute to improvements in academy attendance through monitoring attendance for the curriculum areas and implementing improvement strategies.
- To act as an excellent role model for teaching and support staff within the curriculum area.
- To support the development of NQTs and colleagues undertaking initial teacher training programmes through coaching and mentoring.
- To contribute to the development of the Academy Development Plan and Self Evaluation.
- To contribute guidance and support to a team of subject teachers as appropriate.
- To work with the curriculum leader to develop outstanding practice teaching learning and assessment for the curriculum area.
- To explore innovative curriculum delivery through a range of strategies and using the learning spaces and resources creatively.
- To contribute to professional development opportunities through coaching and mentoring to develop excellent practice in learning and teaching.
- To oversee and monitor the development of materials and learning resources stored on the VLE and ensure independent learning opportunities and assignments are of a high standard and are regularly reviewed.

Teaching learning and assessment

- To assist the curriculum leader in monitoring and improving the quality of teaching, learning and assessment by conducting learning reviews and work scrutiny in accordance with agreed standards.
- To develop high quality schemes of learning and monitor their implementation.
- To assist in raising student achievement and attainment in the specified subject area across the Academy as evidenced by external examinations and internal assessments and through the provision of appropriate advice to staff at all levels.
- To prepare and use performance data to set appropriate targets, track individual students and inform teaching and learning performance.
- To work with the curriculum leader to ensure reports and assessments for the subject area are high quality and accurate.
- To assist in conducting quality assurance practices in relation to GCSE controlled assessment through internal moderation and liaise with awarding bodies as appropriate.

Student progress and achievement

- To assist in identification of students at risk of underachieving in the specified subject and work with the AVP, Behaviour Improvement Manager and SEND Inclusion Leader to advise and lead on appropriate intervention strategies in order to raise attainment.
- To assist in the development of strategies to reduce student disaffection and increase inclusion and positive behaviour.

Contribution to academy priorities and policies

- Engage with strategies promoting the Academy with the local community and local primary schools, making MHA the academy of choice in the locality.
- Supporting the extended academy programme on and off site.
- To contribute to the delivery of effective staff professional development.
- To work with the academy co-ordinators for literacy and numeracy to implement the strategies and secure improvements.
- To contribute to the creation of a calm learning environment and positive climate for learning.

General duties and responsibilities

- To carry out other duties as may be reasonably requested.
- To safeguard the welfare of children.
- To report risk to a member of ELT.
- To keep the Curriculum Leaders fully informed of all matters that they are involved in and initiatives they undertake.
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.

- To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
- To actively promote the achievement of a smoke free Academy.
- To actively support Academy Initiative