



**Job description: Assistant Curriculum Lead (Business & Computing)**

**Grade:** TLR2a

<b>Responsible to:</b>	Head of Business and Computing
<b>Core Role</b>	To provide professional leadership of key elements within the Computing and Business Department and, in particular, oversee the Key Stage 3 computing curriculum. Support the Subject Leader in ensuring the highest possible standards of progress and achievement for all learners. The role requires proactive and enthusiastic promotion of a positive work ethic and team ethos.
	<ol style="list-style-type: none"><li>1. Under the guidance of the Subject Leader, oversee the Computing Programme of Study for KS3</li><li>2. Coordinate the development and continuous improvement of high-quality schemes of work for KS3 in line with the Programme of Study; monitor the standard and completion of tasks set.</li><li>3. Ensure that the Programme of Study and Schemes of Work fully cover the necessary National Curriculum/statutory requirements.</li><li>4. Under the guidance of the Subject Leader, ensure that there is effective formative and summative assessment within KS3.</li><li>5. Co-ordinate the collaborative preparation, development and sharing of KS3 teaching materials and methods of teaching and formative assessment.</li></ol>
<b>Implementing the Curriculum</b>	<ol style="list-style-type: none"><li>1. Work with the department to promote full understanding of the KS3 computing curriculum with the aim of improving the quality of teaching and learning in the department.</li><li>2. Keep the departmental team up-to-date with developments in the KS3 curriculum and teaching and learning methodologies.</li><li>3. Monitor and ensure the timely teaching of KS3 units of work and practical activities.</li></ol>
<b>Outcomes</b>	<ol style="list-style-type: none"><li>1. Organise and monitor the recording of assessments in KS3 in line with departmental policy.</li><li>2. Monitor actively, analyse and report on pupil progress and attainment levels within KS3.</li><li>3. Ensure that KS3 pupil data is understood, interpreted and utilised by all relevant staff to modify planning and personalise support.</li></ol>

<p><b>Department Responsibilities</b></p>	<ol style="list-style-type: none"> <li>1. Work closely with the Subject Leader to support the vision, leadership and day-to-day operational management of the department.</li> <li>2. Support a positive team atmosphere, build effective working relationships with departmental colleagues and set a good example for pupils and staff through a high level of professionalism.</li> <li>3. Contribute to the development, implementation, monitoring and evaluation of the annual Departmental Improvement Plan.</li> <li>4. Lead by example through your own high standards of classroom practice.</li> <li>5. Deliver and promote high quality teaching and effective use of resources to secure the highest standards of achievement for all pupils.</li> <li>6. Deputise for the Head of Department as necessary including by preparing for and chairing purposeful departmental meetings and representing the department at Subject Leader meetings if required.</li> <li>7. Disseminate information from meetings as appropriate.</li> <li>8. Assist in coordinating cover work for absent colleagues.</li> <li>9. Promote good order and discipline within the department and around school.</li> <li>10. Support QA processes and undertake lesson observations/visits, learning walks and pupil voice as directed by the Subject Leader.</li> <li>11. Contribute to departmental self-evaluation processes and the addressing of any issues arising from external reports, self-review or Ofsted inspections.</li> <li>12. Collect feedback from both staff and pupils on the teaching and learning experience in KS3 and act on the information accordingly.</li> <li>13. Carry out the role of a teacher as specified in the Teacher Job Description.</li> <li>14. Carry out other tasks at the reasonable direction of the Subject Leader and the Headteacher.</li> </ol>
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**Employee Acknowledgement**

I have received a copy of my job description.

I have read and understand the duties of my job.

I confirm that I can fulfil the requirements of the role of **XXXXX**

Signed: .....

Date: .....