

JOB TITLE: Curriculum Area Leader

ACCOUNTABLE TO: Associate Principal (Learning and Improvement) or
Associate Principal (Curriculum and Planning)

JOB PURPOSE To provide efficient, responsive and flexible leadership of the curriculum area in order to ensure the provision of the best possible learning experiences and outcomes for students, as well as to fostering a culture of continuous improvement.

KEY ACCOUNTABILITIES IN THE CURRICULUM AREA

- To work positively and collaboratively within the leadership and management structure of the college, contributing to strategic planning and operational management as required
- To ensure that there are high quality outcomes and learning experiences for all individuals and groups of students on courses within the curriculum area
- To lead a team approach to achieving inspiring, high quality teaching and learning in the curriculum area
- To initiate and implement curriculum developments and changes in the curriculum area to ensure an appropriate offer for students
- To provide line management for all staff in the curriculum area (shared with Deputy CAL as appropriate), with overall responsibility for:
 - support, coaching and development of staff
 - performance management of staff and reviews
- In conjunction with Deputy and Assistant Curriculum Leaders, to oversee the work of course teams in the curriculum area and agreeing arrangements for overseeing effective course planning
- To monitor and review the work of the curriculum area and be accountable for the curriculum area's planning, self-assessment and development/improvement planning
- To ensure that the College processes for monitoring, reporting and supporting students' progress are effectively implemented, as well as being timely and consistent across the curriculum area

- To oversee the organisation of internal and external examinations and assessment, including arrangements for internal moderation and verification of assessed work in the curriculum area
- To be responsible for monitoring and supporting students' course level attendance, performance and progress - both individual and group elements
- To ensure the effective day to day running of the curriculum area
- To prepare estimates for staffing in the curriculum area and to have responsibility for timetabling
- To have responsibility for the budget for the curriculum area and manage the curriculum area's resources efficiently and effectively
- In liaison with marketing and admissions team, to ensure the effective promotion of courses in the curriculum area, including ensuring appropriate celebration and sharing of success and achievements
- To ensure subject focussed progression guidance, work experience and/or employability development opportunities are embedded into all courses in the curriculum area
- To ensure appropriate arrangements for gathering and using initial assessments and other student information to ensure high quality and personalised experiences for all students
- To assist with the selection, recruitment and deployment of staff as appropriate to the area To attend and contribute to the work of the Curriculum and Student Leadership Group
- To undertake teaching duties within the pattern of directed time existing at the time

WHOLE COLLEGE RESPONSIBILITIES

- To contribute to the making of College policies and practice and to ensure that policies and procedures are followed and implemented consistently
- To ensure effective communication and the free flow of ideas, as well as timely and accurate information to and from staff within their area
- To represent the College at external meetings or conferences as required
- To liaise externally with schools and other bodies and participate in admissions, guidance and marketing activities
- To contribute to whole College planning, self-assessment and quality improvement actions

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme
- To ensure the application of the College's policy and procedures with regard to Health and Safety
- To be responsible for Health and Safety within areas of own responsibility
- To support, promote and operate in line with the college mission and values

NOTES

1. The above job description outlines key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time.
2. The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

Post	Curriculum Area Leader	
CRITERIA	ESSENTIAL	DESIREABLE
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> • A degree or equivalent qualification • A PGCE or equivalent qualification 	
RELATED EXPERIENCE	<ul style="list-style-type: none"> • Extensive experience teaching and learning in the 16-19 phase • Substantial, successful teaching experience • Successful innovation in teaching and learning and/or course development • Experience of leading a team of staff • Experience of course/subject leadership • Knowledge and experience of self-assessment and planning for improvement 	<ul style="list-style-type: none"> • Successful experience of teaching at level three • Knowledge and/or experience in a variety of provision relevant to the curriculum area
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Capacity to motivate, support and inspire trust in colleagues and students • Willingness and capacity to promote high expectations, as well as to confront and resolve problems using sound judgement • Capacity to effectively analyse, use and present data to drive and monitor improvement work • Ability to respond and communicate with others showing sensitivity, clarity and focus • Ability to delegate appropriately and effectively • Ability to plan and prioritise work effectively and meet deadlines • Good written and oral communication skills 	
ATTITUDE & DISPOSITION	<ul style="list-style-type: none"> • Empathy with post-16 students, their aspirations and the personal challenges facing them • Commitment to achieving the highest standards in all aspects of students' educational experience • Commitment to critical reflection, continuous improvement and excellence 	

	<ul style="list-style-type: none"> • Commitment to the stated values of the College, including valuing diversity and promoting equality • Commitment to safeguarding and promoting the welfare of young people • Flexibility and resilience • Open and approachable manner • Calmness under pressure 	
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