

HARTFORD CHURCH OF ENGLAND HIGH SCHOOL JOB DESCRIPTION

JOB TITLE: Curriculum Team Leader/Assistant Curriculum Team Leader (all levels)

JOB HOLDER REPORTS TO: Headteacher, Deputy Headteacher or Assistant Head

JOB PURPOSE: Inspirational leadership of a curriculum area

JOB HOLDER LINE MANAGES: Teachers and relevant support staff in the curriculum area

RESPONSIBILITIES:

MONITORING AND EVALUATION

- To ensure that all teaching is effective by leading, monitoring and evaluating the quality of the classroom environment and experience.
- To check standards on a day to day basis and over time through lesson observations, learning walks, book and assessment file reviews and analysis of student voice.
- To lead an effective and consistent appraisal process which links directly to the CPD needs of individual staff members.
- To review data in a timely and consistent manner so that progress of all students and groups of students is known and intervention is put in place in a proactive manner.
- To ensure that whole school policies are consistently applied.
- To work with SLT to carry out curriculum and departmental reviews and facilitate liaison with governors.
- To oversee internal systems for Assessment and Reporting, including core assignments, internal/external examinations, reviews and reports.
- To complete the annual team improvement plan, monitor it half termly and match it with effective use and allocation of resources.

CURRICULUM

- To lead the development of an enriched curriculum framework, including alternative KS4 courses, so that the needs of all students are met.
- To contribute to and lead relevant cross-curricular projects.
- To co-ordinate the extra-curricular and enhanced curriculum programme.
- To liaise with partner schools regarding curriculum initiatives.
- To contribute to the success of Team Leader meetings and priorities.
- To promote Literacy, Numeracy and SMSC.

ETHOS, COMMUNICATION AND SAFEGUARDING

- To create a departmental vision which supports the Christian ethos of the school and promotes the department within the school and wider community.
- To organise relevant departmental members regarding supervision of curricular areas during lesson changeovers, lesson starts, lesson ends, etc.
- To ensure that the curriculum and environment contributes to effective safeguarding within the school.
- To communicate positively and proactively with parents and other stakeholders.

Notwithstanding the detail in this job description, the post holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.