



THE BRITISH SCHOOL JOB DESCRIPTION

Job Title: Curriculum Leader	Department: Secondary School
Reports to: Principal	
<p>Role</p> <p>The Curriculum Leader is a member of the Secondary School Leadership Team & Primary School Leadership Team who works closely with other Curriculum Leaders, IB Office, Key Stage Leaders and others to ensure that teaching and learning continues to remain of the highest standards. The Curriculum Leader line manages the subject area, provides pedagogical leadership and is a role model for excellent teaching practice. The Curriculum Leader establishes new subject directions, ensures ongoing professional development of teachers, resource allocation and makes meaningful contributions for school improvement.</p>	
<p>Key Accountabilities :</p> <ol style="list-style-type: none"> 1. Develop and implement policies and practices for the Curriculum Area. 2. Monitor the progress made in achieving Curriculum Area plans and targets and their effects on teaching and learning. 3. Ensure effective deployment of staff as per school's stipulated contact ratio. 4. Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of different students. 5. Facilitate performance development of the teaching staff in the Curriculum Area. 6. Responsible for budget forecasts and utilization for Curriculum Area. 7. Work closely with tutors and subject teachers to ensure to ensure adequate provision for students' progress. 8. Develop a strategic view for the Curriculum Area, which supports the vision, ethos and policies of the school. 9. Provide quality assurance of teaching, learning, and pedagogical leadership to colleagues. 10. Monitor and evaluate all curriculum documentation to ensure that these are introduced within a supportive and challenging classroom environment. 11. Keep abreast of latest developments in the Curriculum Area. 12. Ensure that all staff establish a partnership with parents to involve them in their child's learning. 13. Ensure that new teachers are appropriately trained, monitored, supported and assessed in relation to the teaching standards and competencies. 14. Provide reports and prepare other information for the Leadership Team, the Governing Body and external agencies as required. 15. Work in close coordination with the Head of Operations, Head-Business and Finance, Head of Human Resources to ensure efficient adherence to school policies. 16. The job description does not cover all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalize the role. 17. The school may review and modify or amend the Job Description as needed after discussion with the position holder. 18. Be responsible for safeguarding and promoting the welfare of children and young people 19. Support the Vision, Mission, and Values of the School 	



Competencies:

- Will follow Middle Leader Competencies.

Personal Attributes :

- Ability to lead by example, at all times modelling exemplary professional conduct.
- Ability as a finisher as well as an innovator. The willingness and ability to work.
- Strategically and operationally, being hands-on in involvement with students, staff and parents.
- Subject expertise.
- A skilled and clear communicator (written and oral) with different stakeholders.
- Drive and energy to develop systems and to ensure that they are successfully implemented.
- Ability to resolve problems creatively and analyze issues from multiple perspectives, always keeping organizational priorities in mind.
- Collegiality, working in partnership with Curriculum Leaders, Assistant Curriculum Leaders, Key Stage Leaders, Deputy Principal ,the Principal, the Director and a talented leadership team as well as a talented team of teaching and support staff.

This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.

The school may review and modify or amend the Job Description as needed after discussion with the position holder.

Safeguarding Information

The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.

Job Holder's Signature:

Date: