# Job Description – Head of Curriculum Area

**Post Title**  
Head of Curriculum Area

**Location**  
Conisborough College

## Purpose

- To support the senior team in leading and managing the school
- To be accountable for working with, leading, managing, supporting and monitoring all members of the curriculum team (teaching and support staff) in their curriculum role in order to secure effective leadership and management of the curriculum area and high standards of staff performance
- To develop and enhance the teaching practice of others
- To ensure curriculum provision and developments are appropriately broad, balanced, relevant and differentiated and are in accordance with school policy and any national or local guidance
- To promote cross-curricular developments where appropriate
- To raise standards of pupil attainment, achievement and behaviour for learning within the curriculum area
- To be accountable for promoting, monitoring and supporting pupil progress and development within the curriculum area
- To effectively manage and deploy human, financial and physical resources within the curriculum area
- To contribute to the maintenance of a safe and inclusive environment for all pupils

NB where there are Heads of Department within the curriculum area the above are to be achieved through line management where applicable with the HOCA taking direct responsibility for at least one subject

## Reporting to

Senior team line manager (and the Headteacher as required)

## Liaising with

Headteacher, Senior Team Line Manager, other Leadership Team members and Middle Leaders, other teachers, relevant support staff, LA consultants, Governors, parents and external agencies

## Working time

As detailed in the School Teachers’ Pay and Conditions Document

## Salary

TLR 1A - £7,853

## Operational / Strategic Planning at school and curriculum area level

- To support the aims and ethos of the school and build, communicate and implement a shared vision making use of all means of communication
- To participate in whole school planning and policy making through membership of the Curriculum and Middle Leaders’ teams
- To ensure that school policies are implemented, monitored and consistently adhered to within the curriculum area
- To consult members of the curriculum area in policy making
- To represent team views, concerns and interests and to represent the views of the Leadership Team to the members of the curriculum area
- To work with colleagues to formulate and implement an improvement plan for the curriculum area that have objectives, targets with an achievement date and strategic actions that are coherent and demonstrate relevance to the needs of the pupils and to the priorities of the school. In multi-disciplinary areas plans will be formulated for individual subjects if appropriate and where there is a cross-curricular responsibility the plan will reflect this
- To review the curriculum area improvement plan during the course of the year with members of the team and the senior team line manager and to provide the headteacher with information on this review in the required format
- To implement the specialist school plan as appropriate
- To maintain accurate and up to date information concerning the curriculum area including provision of a handbook and evidence portfolio
To produce information relevant to the school cycle of planning and review
To provide reviews / reports as required including for governors, LA officers and external agencies
To complete statistical returns and other questionnaires as required
To personally meet deadlines set and to ensure members of the curriculum team do so as well
To lead change and innovation with a creative spirit
To contribute to whole school marketing e.g. by collecting appropriate material for press releases / contributing to school newsletter / holding exhibitions
To promote the subjects of the curriculum area at open evenings / days
To liaise with other relevant individuals, governors, organisations and agencies
To ensure effective communication with parents

Teaching and Learning

To be a role model for teaching, setting high expectations, developing pedagogy, pupil’s learning styles and a climate for learning
To establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning
To ensure all members of the curriculum area are familiar with the school’s aim, objectives, policies and plans
To lead the development of appropriate syllabuses (including selecting those for examination purposes), resources, schemes of work, marking policies, assessment and teaching and learning strategies in the curriculum area
To take responsibility for the day-to-day management, control and operation of curriculum planning within the curriculum area
To ensure schemes of work and lesson plans are in place to support the provision of the curriculum programme
To promote the school’s specialism of business and enterprise through the curriculum and where relevant as a specialist subject within the specialist school development plan
To observe lessons to give advice (to both the team member and the leadership team) on the quality of teaching and to support the professional development of team members
To ensure that all team members participate in the school’s procedures for lesson preparation, planning and evaluation
To ensure that all team members participate in the school’s procedures for marking, assessment, recording and reporting
To keep abreast of developments within the subject area(s), teaching practice and methodology and initiatives at a local, national and global level
To ensure that all support staff within the department operate effectively to support learning and teaching
To use, recognise and promote the importance of new technologies
To communicate a positive image of the curriculum area and the school
To play a key role in fostering an orderly environment, including providing support for other members of the curriculum team, which is supportive of teaching and learning
To undertake an appropriate programme of teaching in accordance with the duties of a teacher as set out in the Teachers’ Pay and Conditions Document

Leadership and Management of Personnel

To participate in the interview process for teaching and support staff posts where required and to ensure effective induction of new staff in line with school procedures
To be responsible for the day to day management of staff within the curriculum area and act as a positive role model
To delegate tasks appropriately and fairly
To support, guide, coach, mentor and motivate team members
To ensure teachers have as varied a teaching experience as the curriculum can offer and their qualifications allow
To identify staff development needs and liaise with the senior member of staff responsible for CPD to meet those needs
To take responsibility for own personal development liaising with both the senior team line manager and the person responsible for CPD if different
To participate in the school’s ITT programme as required
• To use lesson observations and work sampling in order to give advice, guidance and encouragement to staff on their practice and to share good practice across the team
• To advise the Headteacher in writing references, assessing threshold, upper spine progression, promotion and induction where required (but not with regard to salary levels)
• To ensure appropriate support for staff when covering classes of absent teachers
• To chair curriculum meetings and maintain a record of these
• To ensure effective communication and consultation with members in relation to whole school issues
• To heighten a common purpose and shared vision amongst the team

Involvement in and accountability for performance management

• To line manage a number of team members
• To participate in performance management and undertake reviews and objective setting for staff within the curriculum area
• To set challenging objectives which promote pupil progress and the professional development of staff
• To identify development needs which reflect school, curriculum area, departmental and individual aspirations
• To ensure that the performance of all team members demonstrates that they are capable of carrying out their roles
• To promote team work and to motivate staff to ensure effective working relations

Pupil Outcomes

• To ensure the effective operation of monitoring systems
• To make a contribution to the discussions on target setting within the curriculum area and to work towards the achievement of the targets set
• To review examination course provision and implement courses which best meet the need of achieving the best outcomes for pupils
• To oversee pupil examination entries ensuring these are appropriate, accurate and on time and to engage efficiently with the Examinations Officer
• To maintain accreditation with the relevant examination and validating body
• To review the outcomes of examinations and to evaluate with members of the curriculum team and the senior team line manager, the effectiveness of the team’s work
• To actively monitor, evaluate and follow up pupil progress throughout each key stage
• To seek and implement modifications and improvement when required
• To make use of analysis and evaluate performance data provided, taking appropriate action to secure improvement

NB Responsibilities relating to public examinations should not be delegated unless written into another member of staff’s job description by the Headteacher

Resources

• To manage the delegated budget to meet the aims of the curriculum area improvement plan and to ensure that it is committed by January 31st each year
• To be responsible for the efficient and effective deployment of all members of the team, including delegating specific roles / tasks on which members of the team should lead e.g. SEN, primary links, ITT
• To ensure that health and safety policies and practices, including risk assessments are in line with national, local and school requirements
• To liaise with the Premises and Resources staff to maintain a safe, attractive environment with appropriate displays
• To be responsible for ensuring the provision of an appropriate, comprehensive, high quality and value for money curriculum programme

Pastoral

• To act as a form tutor when required and to carry out the duties associated with that role as outlined in the generic job description for a teacher
Additional Duties

- To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and pupils to follow this example

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and not part of it may be so construed. In allocating time to the performance of duties and responsibilities the post-holder must have due regard to the paragraphs relating to working time in the School Teachers’ Pay and Conditions Document

This job description is not necessarily a comprehensive definition. It will be reviewed annually.
Person specification

It is anticipated that the successful candidate will possess and be able to demonstrate most of the following qualifications / aspects of professional development, experience, qualities and skills.

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Qualifications and professional development

- Qualified teacher status
- Degree in subject teaching
- Evidence of further professional development

Experience

- Evidence of successful teaching experience
- Experience of successfully fulfilling a middle leadership role
- Experience of successfully contributing to aspects of whole school life

Knowledge of

- Subject in order to teach it effectively at Key Stages 3 and 4 and the implementation of the new secondary curriculum and reformed GCSEs and vocational qualification
- Strategies and evidence for raising attainment
- Models of learning and teaching and how to develop pedagogy
- How to effectively use data to support, monitor and evaluate student progress and outcomes in the subject

Personal qualities and skills

Is committed to:

- A collaborative school vision of excellence
- Setting ambitious, challenging goals and targets
- The use of new technologies to raise attainment
- Equality of opportunity and social inclusion / cohesion
- The development of a learning community for all and own professional development

Is able to:

- Demonstrate the principles of effective teaching and learning
• Work collaboratively as a team member whilst being able to lead and to work independently

• Communicate effectively

• Organise workload, prioritise, meet deadlines and follow tasks through to their successful conclusion

• Anticipate problems and solve them creatively and in a timely way

• Delegate tasks and monitor their implementation

• Challenge underperformance

• Review progress, procedures and policies to develop areas for which there is responsibility

• Recognise self as a role model for staff and pupils

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