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**Academies Enterprise Trust**

**Job Description**

**Job Title:** Curriculum Leader for Science

**Location:** Broadlands Academy

**Hours of work:** 32.5

**Reports to:** Assistant Principal / Principal

**Purpose of the Role:**

* Curriculum Leaders are responsible for the day to day running of their department and the strategic development of their subject area. The purpose of this role is to provide professional leadership and management of the relevant subject area(s) in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.
* To have a clear focus on improving the quality of teaching and student progress in order to ensure that all students achieve their potential whilst at Broadlands Academy.
* To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.
* Please note that this job description should be read alongside the ‘Conditions of Employment of Teachers other than Headteachers’ in the School Teachers’ Pay and Conditions Document which fully defines the professional duties expected of a teacher.

**Principal Accountabilities:**

The Curriculum Leader is responsible for ensuring the following responsibilities impact on educational progress beyond the teacher’s assigned students:

* To be accountable for student progress and development within the subject area.
* Raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
* Develop and implement policies and practices for the subject area(s) which reflect the academy’s commitment to high achievement and which are consistent with national and academy strategies and policies.
* Monitor the progress made in achieving subject plans and targets and evaluate the effects on teaching and learning.

***Leading, developing and enhancing the teaching practice of others:***

* Encourage members of the faculty/department to keep abreast of developments in their subject areas.
* Responsible for teaching approaches used by the subject teams in the development and selection of suitable materials and by advising on classroom management appropriate to the relevant subject matter.
* To monitor and evaluate the quality of teaching within the team ensuring all staff meet the required teacher standards. Support underperforming staff to meet the teacher standards through a variety of interventions at curriculum team level.
* Responsible for advising, guiding and inducting members of the department/faculty, as appropriate.
* To work with the appropriate member of the SLT responsible for teaching and learning to ensure all staff within the faculty are supported.

***Accountability for leading, managing and developing a subject or curriculum area or student development across the curriculum***

* Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students, in accordance with the aims of the academy and the curricular polices determined by the Governing Body and Principal.
* Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
* Keep up to date with curriculum developments in the subject area and teaching practice and methodology. Actively monitor and respond to developments and initiatives at national, regional and local levels.
* Liaise with the appropriate SLT member to maintain accreditation with the relevant examination and validating bodies.
* Help ensure that subject-matter and learning resources reflect Local Authority and academy policies on race and gender equality, and that the implications of these policies are borne in mind in relation to all the tasks and duties as listed in this job description and defined within the School Teachers’ Pay and Conditions Document. Establish short, medium and long term plans for the development and resourcing of the subject.

***Management Responsibility***

* Contribute to the recruitment and selection of teaching and support staff.
* Oversee the work of members of the faculty/department including assessment and evaluation.
* Chair regular departmental/faculty meetings and attend all meetings when the department/faculty needs to be represented in accordance with academy policy.
* Participate in marketing and liaison activities such as open evenings, parents evenings, review days and liaison events with partner schools.
* Engage actively in the performance management review process, including assisting in the professional development of members of the department/faculty.
* Engage in continuous professional development in relevant areas.
* To delegate suitable tasks and responsibilities to appropriate team members.
* To ensure that the team actively engage with our primary schools in order to support the recruitment process for new students.
* To ensure the faculty area on the academy website is updated termly as a minimum or when any changes are required.
* To undertake learning walks, lesson observations and book scrutiny in order to ensure staff are following appropriate procedures as per academy policy.

***General***

* Take part in whole-academy reviews of policy and aims, and in the revision and formulation of guidelines.
* Contribute to and support the aims and ethos of the academy.
* To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher.
* Create, maintain and enhance effective relationships.
* Implement academy policies and procedures and ensure the team are doing so.
* Communicate effectively with parents of students as appropriate.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

● Be unusually brave

● Discover what’s possible

● Push the limits

● Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers’ Pay and Conditions.

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive.

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding:**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title:** Curriculum Leader for Science

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| **General heading** | **Detail** | **Essential**  **requirements** | **Desirable requirements** |
| **Qualifications** | Qualifications required for the role | * Qualified Teacher Status. * Good Honours degree. * Evidence of balanced programme of recent, significant and relevant training relating to the specialist subject. * Evidence of further professional development in preparation for a promoted post. * Excellent numeracy and literacy skills. | * Further qualification: degree or diploma |
| **Knowledge/ Experience** | Specific knowledge/  experience required for the role | * Classroom practitioner of the highest quality at all levels from KS3 to A Level in a comprehensive school setting. * Experience of leadership or responsibility within Science. * Evidence of an excellent understanding of the National Curriculum in the subject specialism in KS3 and KS4. * Evidence of knowledge, understanding and experience of curriculum planning and development. * Evidence of knowledge of current educational issues and developments related to the faculty area/s. * Evidence of a commitment to play a full and active part in the life of the Academy. | * Evidence of involvement in extra-curricular activities. * Experience in the development of Post 16 opportunities. * A proven track record in securing outstanding outcomes for students. * Previous experience as either a Curriculum Leader or Deputy Curriculum Leader of a Science Team. |
| **Skills** | Line management responsibilities (No.) | * Managing a team of Science Teachers and a Science Technician. | * N/A |
| Forward and strategic planning | * Strategic planning and development of the Science department in line with the Academy’s priorities. | * N/A |
| Budget (size and responsibilities) | * Managing the Science curriculum budget in line with AET requirements. | * N/A |
| Abilities | * The ability to lead a team and to facilitate the work of a team. * The ability to motivate and develop colleagues. * The ability to identify needs and implement strategies to secure and enhance quality in the classroom for the benefit of students. * The ability to deal fairly, sensitively and firmly with students. * The ability to establish good working relationships with students, staff and parents. * The ability to establish priorities and to complete tasks within strict deadlines. * The ability to generate and use prior attainment data. * The ability to monitor and evaluate objectively the performance of the faculty team and the students. * A good level of ICT skills and the ability to make effective use of ICT in the classroom. * Ability to create a happy, challenging and effective learning environment. | * N/A |

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| **General heading** | **Detail** | **Essential**  **requirements** | **Desirable requirements** |
| **Personal Characteristics** | Behaviours | * A commitment to raising standards of achievement and the expectations of staff and students. * Customer focused. * Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. * Open, honest and an active listener. * Takes responsibility and accountability. * Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. * Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. * Is committed to the provision and improvement of quality service provision. * Is adaptable to change/embraces and welcomes change. * Acts with pace and urgency being energetic, enthusiastic and decisive. * Has the ability to learn from experiences and challenges. * Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | * N/A |
| **Personal Characteristics** | Values | * Ability to demonstrate, understand and apply our values * Be unusually brave * Discover what’s possible * Push the limits * Be big hearted | * N/A |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check. * Right to work in the UK. * Evidence of a commitment to promoting the welfare and safeguarding of children and young people. * Ability to travel as required. | * N/A |
| **Health and Attendance** |  | * Able to carry out the prescribed activities of a teacher as set out by the Education Act 2002. * Have the resilience and stamina to fulfil the requirements of this role. | * N/A |