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| Post Title: | Curriculum Leader |
| Overall Responsibility: | To create and implement, with the Senior Leadership Team, a strategic plan for the development and expansion of the faculty provision to drive improvement across the school in standards, achievement and attainment. |
| Reporting to: | Headteacher |
| Liaising with: | Headteacher |
| Disclosure level: | Enhanced DBS |
| Christian Ethos: | To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential. |
| Key Purpose : | |
| * To maximise the enjoyment, engagement and outcomes of young people in the faculty. * To develop and monitor faculty staff to maximise the effectiveness of teaching and learning. * To provide a lead for the faculty development across all age ranges, including liaison with Primary and post-16 partners. * To provide an appropriate curriculum for all pupils to study, and to encourage and develop enrichment activities. * To lead on effective care, guidance and support for pupils and parents within the context of the faculty. * To manage and deploy teaching / support staff, financial and physical resources within the faculty effectively to support the department development plan. * Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Area Child Protection Procedures. * Lead on Christian Ethos within the faculty. * To implement the SEND and PP Policies. | |
| Duties / Tasks : | |
| * Strategically leading the faculty and quality assurance processes in such a way as to meet national and school based targets**.** * Ensuring that the quality of learning and teaching within the faculty is consistently good and outstanding. * Ensuring that the faculty is innovative in developing and implementing an outstanding curriculum. * Ensuring that the faculty is part of the school learning community programme and actively engages in wider learning communities. * Ensuring that Appraisal and Professional Development of all Faculty staff lead to improved outcomes for pupils. * Supporting effective communication with parents regarding issues relating to pupil progress and intervention. * Ensuring that highest levels of learner performance and behaviour within the faculty. * Providing regular Faculty and Data/Intervention reports for the whole school, SLT and governors. * Ensuring that the data is used effectively in identifying under performance, developing personalised intervention plans and monitoring the effectiveness of any academically based interventions within the faculty. * Monitoring and reviewing KS3 and KS4 pupil outcomes on a half termly basis with SLT. * Ensure that the data cycle supports the production of accurate reports to parents / carers. * To ensure quality control of reports written by subject staff within your team. * Co-ordinate the quality assurance of reports prior to publication. * Ensure that there is a range of extra-curricular enrichment with the subject. * Ensure that gifted pupils are identified and that excellence is celebrated. * Oversee all out of hours faculty related learning. * Promote research into teaching and learning. * Meet the requirements of Health and Safety within the faculty at all times. * Play a full part in the life of the school. Support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils follow this example. * Liaise with Pupil Progress Leaders and Additional Needs staff as necessary. * To ensure quality control of reports written by subject staff within your team. | |
| General Duties : | |
| * To have a high profile around school and within the faculty, to ensure high standards of behaviour by modelling good practice to the colleagues. * Model the highest standards of professionalism when dealing with colleagues, pupils, parents and other stakeholders. * Represent the school in a positive and effective manner. | |
| Professional Qualities: | |
| * Commitment to excellence and high standards/expectations for all learners. * Commitment to inclusion. * Commitment to the safeguarding of our pupils. * Ability to think strategically. * Ability to inspire, challenge motivate and inspire others. * Ability to model the values and vision of the school. * Commitment to developing effective working relationships, shared leadership and effective team working. * Ability of foster an open, equitable culture and manage conflict. | |
| Aptitudes (Ability to): | |
| * Bring the best out of staff within the responsibilities of the post. * Work under pressure. * Organise and develop effective systems. * Relate well to young people. * Engender trust and respect from pupils and colleagues. * Prioritise and plan to ensure completion of tasks. * Take initiative and work independently. * Take responsibility for personal CPD needs. * Work well as part of a team. * Evaluate achievements and deliver improvement. | |
| Skills: | |
| * Outstanding classroom skills and the ability to identify and analyse good practice. * Ability to communicate effectively with staff, pupils and parents. * Ability to prioritise and plan to ensure completion of tasks. * A commitment to continuous improvement of teaching and learning and the achievement of the highest possible academic and social standards. | |
| Characteristics: | |
| * Excellent attendance record. * Sense of humour. * Committed to achieving success. * Willingness to be flexible and work to meet the best interests of the school. * Self-motivated. * Team worker. * Energy, vigour and perseverance. | |
| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |

Feb 2021