

Job Title: Curriculum Leader

Job purpose:

- Overall responsibility for all aspects of the management and implementation of the department and organise it as a working productive unit.
- Ensure high quality teaching, learning and assessment throughout the department and promote an engaging learning environment.
- Ensure a coherent, cohesive and high quality academic curriculum for the subject across the whole school.
- Lead the development of the department's curriculum and resources.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom.

Line Manager: Head of Senior School

Reports to: SMT

Accountability and key tasks

- Oversee the continuous revision of the curriculum and pedagogy within the department
- Act as an immediate supervisor of each staff member within the department and act as a mentor to new staff
- Provide training and support to colleagues in the department
- Ensure that appropriate strategies for teaching, learning and assessment are applied consistently and effectively
- Ensure that planning, preparation and delivery of schemes of work is in accordance with school policies and guidelines
- Work closely with teachers in the department to monitor and track the academic performance of the students
- Analyse the assessment data of students and use the results of this analysis to make decisions regarding curriculum planning and interventions
- Ensure that teachers in the department use assessment effectively to monitor student progress and provide feedback to students to help them to improve
- Ensure that planning, teaching and assessment meet the varying learning and social needs of each child
- Work towards excellence and the maintenance of morale within the department
- Attend any meetings of the Senior Curriculum team
- Oversee educational field-trips within the department
- Be responsible for the maintenance and replacement of all books and materials and equipment within the department
- Be responsible for all teaching areas within the department, including the submission of a 'repairs and maintenance' report when necessary
- Organise and chair regular meetings within the department
- Attend any general meetings of MYP and Diploma Programmes and maintain frequent communication regarding all department matters and liaise with other departments as required
- Offer suggestions to the IB MYP and Diploma co-ordinators regarding staff development and offer one staff development workshop per year on teaching methodologies
- Liaise with the IB Diploma, IB MYP and IB PYP co-ordinators and all Grade Level Leaders to ensure full compliance with Junior School, Senior School and IB Exam board requirements

- Be responsible for the Department Budget
- Take appropriate measures to try and ensure that there is a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; within the department, and be able to use and evaluate distinctive teaching approaches to engage and support them
- Take appropriate measures to try and ensure that there are high expectations, clear rules and routines for behaviour within the department, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- Demonstrate a positive contribution to the wider life and ethos of the school
- Take responsibility for improving teaching through appropriate professional development and by working collaboratively and responding to advice and feedback from colleagues
- Participate in and, where required, act as a reviewer, as part of the school's performance management system
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of students
- Promote a love of learning and children's intellectual curiosity
- Establish a safe and stimulating environment for pupils, rooted in mutual respect
- Any other task that may reasonably be delegated from time to time

Person specification

Essential criteria

- Bachelor's degree or above in relevant subject area and recognised teacher qualification status
- Ability to resolve problems, be innovative and manage change
- Ability to motivate, support and inspire trust in others
- Ability to reflect on your own practice and a desire to improve your teaching skills
- Fluent English speaker
- Ability to establish good working relationships with a wide range of people including students, parents, and colleagues
- Respect for the different experiences, ideas and cultural perspectives that are at the heart of an international school

Desirable

- Experience in one or both of the IB DP and MYP programmes
- Experience of leading a team
- Evidence of a contribution to wider educational issues.
- Track record of delivering high quality training and professional development
- Contribute meaningfully to extracurricular, enrichment and school events programmes
- Experience of teaching children for whom English is an additional language