

## Job Description

**Post Title:** Curriculum Leader of MFL

**Grade:** MPS / UPS TLR1

**Employed by:** Northampton Free School Trust

**Line Manager:** Assistant Principal

### Accountable to the Principal for the following key duties:

Working as a Curriculum Leader, to lead and manage the department and support in providing inspirational learning and leadership at Wootton Park School. To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for learners studying in the curriculum area, in accordance with the aims of Wootton Park School and the curricular policies. To support, develop and enhance the teaching practice of others. To monitor and support the overall progress and development of learners within the curriculum area and as a form tutor.

### 1. Leadership

- To lead and work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of learners and to the aims, objectives and strategic plans of the School.
- To reflect this vision in all aspects of the department's work and to evaluate the department accordingly.
- To prepare agreed departmental vision (aims), this will be published in the departmental handbook.
- To lead the development of appropriate syllabuses, resources, schemes of learning, policies, assessment and teaching & learning strategies in the department.
- To prepare and publish agreed departmental policies.
- To lead and manage to ensure effective day-to-day management, control and operation of curriculum provision with the department, including effective deployment of staff and resources.
- To lead others in and actively monitor and follow up learner progress.
- To meet with members of the department individually and develop a coaching community.
- To lead and develop the link with other Curriculum Leaders to ensure that the work in the curriculum area fully reflects the School's unique ethos and mission.
- To ensure that the Safeguarding and Health & Safety policies and practices, including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary.

### 2. Learning and Teaching

- To explore and discuss teaching pedagogy and learning styles with the department and learners on a regular basis.
- To support the management of learners' learning by:
  - ✓ Following the Schools procedures for quality assurance of teaching and learning
  - ✓ Monitoring learners' work and attitudes to work
  - ✓ Monitoring learners' progress
  - ✓ Supporting colleagues to resolve obstacles to learning
  - ✓ Encouraging effective communication with teachers
- To analyse and evaluate learner performance in public examinations and internal assessment.
- To agree on the use and contribution of prior attainment data to the target setting process.
- To ensure appropriate target setting takes place for all teaching groups and individual learners within those teaching groups.
- To organise and monitor the department's contribution to whole school monitoring and reporting of learner progress (written reports, academic tutoring days).
- To contribute to the school's quality assurance process and procedures for lesson observations and sharing best practice.

### 3. Curriculum

- To liaise with the relevant member of SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan.

- To inform the department of new educational developments (national and/or whole school) and to lead the implementation of required changes to the curriculum.
- To determine and agree the content and organisation of all key stages of learning. To determine and agree the range of formal qualifications which the department offers and the choice of syllabus.
- To determine teaching structures (setting / mixed ability) which will support teaching and learning and to organise teaching groups and deploy staff appropriately.
- To develop, implement and review regularly schemes of learning which reflect National Curriculum, exam syllabus and department requirements. Schemes of learning should contain information on:
  - ✓ Learning structure (content and context)
  - ✓ Learning approach (teaching and learning methodology)
  - ✓ Resources (classroom resources; research opportunities; enrichment opportunities)
  - ✓ Measuring progress
- To create a constructive and safe learning environment by supporting departmental accommodation and teaching resources with a carefully planned budget.
- Ordering of teaching resources.
- Managing photocopying and departmental budget.
- Accommodation priorities.

#### **4. Staff Development**

- To establish a clear team structure with defined roles and job profiles for all members of the department.
- To oversee the induction of new staff within the department.
- As line manager, to agree professional targets with members of the department in regular CPD meetings.
- To oversee the Performance Management process in the department and, as team leader, to hold regular coaching meetings.
- To provide training opportunities for staff to develop their skills in accordance with agreed targets.
- To provide appropriate opportunities for staff to develop their careers by delegating responsibilities appropriately.

#### **5. Safeguarding Learners**

- To ensure that all learners are protected from potential harm.
- To inform the named member of staff of any issues of child protection.

#### **6. Communication & Liaisons**

- To ensure all members of the curriculum area are familiar with the aims and objectives of the department and the School.
- To ensure effective communication/consultation as appropriate with relevant stakeholders eg parents.

**NB:** The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Principal (in consultation with the post holder) to reflect the changing work composition of the business.

## Person Specification

The successful candidate is likely to be able to demonstrate the following: -

<b>Requirements</b>	<b>Essential (E) or Desirable (D) requirements</b>	<b>Measured by: Application form (A) or Selection process (S)</b>
<b>Education</b>		
A good honours degree	E	A
PGCE or equivalent	E	A
QTS/QTLS	E	A
<b>Experience of</b>		
Delivery of outstanding teaching, resulting in excellent learner achievement	E	A/S
Developing and implementing Schemes of Learning	E	S
Curriculum development / innovative delivery models	D	S
Working using collaborative partnerships	E	S
Leading and motivating teams	D	S
National curriculum	E	A/S
<b>Behaviours</b>		
Natural communicator; relationship building skills with a range of stakeholders	E	S
Ability to use data and evidence to draw conclusions / reinforce success	E	S
Proactive and innovative; willing to take risks	E	S
Commitment to safeguarding and child protection	E	S
<b>Knowledge and Understanding</b>		
Significant understanding of Teaching and Learning pedagogy	E	S
Experience of classroom observations and feedback	D	S
In depth understanding of tracking and monitoring learner progress	E	A/S
<b>Leadership and Skills</b>		
Ability to lead teams effectively, motivate, enthuse and inspire colleagues	E	S
Ability to plan strategically and effectively	E	S
Ability to delegate and hold colleagues to account	D	S
Excellent ICT skills	E	A
Excellent communication skills, both verbal and written	E	A/S
<b>Attributes</b>		
Committed to the aims of Wootton Park School	E	S
Committed to own continuing professional development	E	A/S
Clear view of what high standards and performance looks like	E	S
Proactive / strong problem solver with the ability to make things happen	E	S