

## Job Description – Head of Curriculum Area

**Post Title** Head of Curriculum Area

**Location** Conisborough College – A Colfe's Associate School

### 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 tier 2A

### 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 31<sup>st</sup> 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.

	At Interview	Application Form
<b><u>Qualifications and professional development</u></b> <ul style="list-style-type: none"> <li>Qualified teacher status</li> <li>Degree in subject teaching</li> <li>Evidence of further professional development</li> </ul>		Essential  Essential  Desirable
<b><u>Experience</u></b> <ul style="list-style-type: none"> <li>Evidence of successful teaching experience</li> <li>Experience of successfully fulfilling a junior middle leadership role</li> <li>Experience of successfully contributing to aspects of whole school life</li> </ul>		Desirable  Desirable  Desirable
<b><u>Knowledge of</u></b> <ul style="list-style-type: none"> <li>Subject in order to teach it effectively at Key Stages 3 and 4 and the implementation of the new secondary curriculum</li> <li>Strategies for raising attainment</li> <li>Models of learning and teaching</li> <li>How to effectively use data to support, monitor and evaluate pupil progress and outcomes in the subject</li> </ul>	Desirable  Desirable  Desirable	Essential
<b><u>Personal qualities and skills</u></b> <p><b>Is committed to :</b></p> <ul style="list-style-type: none"> <li>A collaborative school vision of excellence</li> <li>Setting ambitious, challenging goals and targets</li> <li>The use of new technologies to raise attainment</li> <li>Equality of opportunity and social inclusion / cohesion</li> <li>The development of a learning community for all and own professional development</li> </ul> <p><b>Is able to :</b></p> <ul style="list-style-type: none"> <li>Demonstrate the principles of effective teaching and learning</li> </ul>	Desirable  Desirable  Desirable  Essential  Desirable	Desirable  Desirable  Desirable  Essential  Desirable
	Essential	

- 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
- 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

At Interview	Application Form
	Essential
Desirable	
	Essential
Desirable	
	Essential
Essential	
	Desirable
	Desirable