



Manor High School

Excellence - Inspiration - Resilience - Respect

Copse Close, Oadby, Leicestershire LE2 4FU
Phone: 0116 271 4941 Fax: 0116 272 0277
admin@manorhigh.leics.sch.uk
www.manorhigh.leics.sch.uk
Headteacher: Mr L Powell

Job Title:	Curriculum Manager
Grade:	6
Salary:	£24,982 – £27,741 per annum Actual Salary £22,009 - £24,440 Term time plus two weeks (88.10% FTE)
Hours:	37 per week
Responsible to	Deputy Headteacher
Responsible for:	Cover Supervisor & Curriculum Support

Job Purpose:

To organise appropriate cover for all teaching staff absence within school, on a short-term and long-term basis. To manage the curriculum and academic management functions which enable creation and efficient delivery of the school timetable.

Key Tasks and Responsibilities:

Cover Management

- Provide appropriate cover for planned and unplanned absence of teachers, either internally or externally.
- Daily line management and coordination of Cover Supervisor team, including setting, monitoring and reviewing performance management.
- Management of all teaching staff absence including communication of unplanned absence to Curriculum Leaders/Line Managers/relevant staff.
- Maintain communication with absent staff.
- Liaise with the Operations Manager in order to maintain an accurate and up to date record of staff absence, for HR and operational purposes, e.g., timetabling, absence management.
- To ensure that supply agencies have undertaken all pre-employment and safeguarding checks for supply staff.
- Ensure the induction and day to day management of supply staff in the school, e.g., operation within policies and procedures of the school.
- Support SLT and take a proactive approach in the quality assurance of supply staff within school.
- Liaise with Curriculum Leaders to ensure appropriate work is available for cover lessons.
- Build and maintain positive relationships with supply agencies to ensure a steady supply of effective external staff
- Support return to work interviews for teaching staff upon their return to work, when required.
- Operate as a Cover Supervisor, when required.

Curriculum Management

- Working in collaboration with all members of academic and support staff to deliver effective management of a functioning school timetable, in all regards, e.g., students, staff, rooms and all aspects of academic management.
- To support the Deputy Headteacher and Timetabling Manager in the production, delivery, management and maintenance of the school's timetable within agreed timescales, making full use of the functionality of the timetabling software.
- To collect and interpret timetable data from all departments
- To identify and resolve any issues in relation to student, staff and rooming and actively identify improvements in relation to all aspects timetabling
- To ensure timetable data, including classes and resources, are accurate, complete and available to all.
- To provide training and support on timetable systems to other staff as appropriate.
- Provide guidance and advice to colleagues and staff within the areas of curriculum management.
- Oversee and manage the GCSE options process, liaising with relevant staff and students.
- Ensure enrichment events and interventions support are appropriately roomed and staffed.
- Overall responsibility for setting up and maintaining the academic management functions within SIMS.
- To engage in own professional development and participate in the Trust's performance management arrangements
- Actively building and maintaining professional networks with others
- Preparation required for Ofsted visits
- To undertake any other task commensurate with the grade of the post, as directed by the Headteacher

Person Specification – Curriculum Manager		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education up to 'A' level standard or equivalent 	<ul style="list-style-type: none"> • Relevant degree • Safer recruitment qualification
Experience	<ul style="list-style-type: none"> • 3 years' experience in a senior administrative post • Experience of multi-tasking in a complex and demanding environment • Experience of working in a school or other educational setting 	<ul style="list-style-type: none"> • Experience in a similar / related post • Experience of working in a school or other educational setting • Sound knowledge of Education Recruitment Agencies • Experience of using SIMS
Knowledge / Skills	<ul style="list-style-type: none"> • Ability to work accurately, with meticulous attention to detail • Ability to establish and maintain effective clerical and administrative systems • Ability to use initiative • Proven organisational skills • Excellent interpersonal skills • Competent IT skills – MS Office Suite • Self-motivated • Ability to work independently and take decisions when appropriate • Ability to prioritise workload • Ability to work speedily and efficiently 	
Other	<ul style="list-style-type: none"> • A pro-active record of CPD • Understanding of safeguarding issues and ability to follow all Trust procedures relating to this • A commitment to the Trust's aims & values • Hold positive values and attitudes and adopt high standards of behaviour in a professional role 	

	<ul style="list-style-type: none">• Demonstrable commitment to teamwork and whole Trust improvement• Integrity• Self-motivated	
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