

GARTH HILL COLLEGE JOB DESCRIPTION - CURRICULUM TEAM LEADER

Main Purpose:

- a. To provide strong and visible leadership across the whole curriculum area (aka faculty) within the 'school', working closely with the Deputy Curriculum Team Leader and other subject leads.
- b. To be a highly positive role model ensuring a strong culture and ethos exists that aligns with the College's vision and is shared and accepted by all staff and pupils.
- c. To lead colleagues in continuous review and development to ensure coherently planned and sequenced curriculum and assessment that is ambitious and demanding so that all pupils, especially disadvantaged and SEN, learn routinely well.
- d. To lead the development of excellent teaching and learning including highly effective professional development of others and quality assurance and development work.
- e. Lead to secure excellent pupil/student outcomes across the entire curriculum area.
- f. To effectively manage and deploy teaching/support staff, financial and physical resources within the subject and curriculum area.
- g. To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils/students follow this example.
- h. Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

Reporting to: Principal and appropriate members of the Leadership Group.

Responsible for: Deputy Curriculum Team Leader, Subject Leaders, teaching staff and other specified personnel within the Curriculum Area.

Liaising with: Principal, Leadership Team, other Curriculum Team Leaders, Pupil/Student Support Services and relevant staff with cross-college responsibilities, relevant support staff, LA representatives, external agencies and parents/carers.

Working time: Full-time as specified within STPCD.

Salary/Grade: Classroom Teachers' Pay Scale plus TLR 1 (C).

MAIN RESPONSIBILITIES:

- 1 To provide strong and visible leadership and management across the whole curriculum area, working closely with the Deputy Curriculum Team Leader and subject leads and holding them to account.
- 2 To ensure highly effective deployment and use of all staff in the curriculum area, promote team work, collaboration and ensure effective working relations.
- 3 To help to ensure that all members of the curriculum area are familiar with its aims and objectives and the College's mission, aims and objectives.
- 4 To build highly positive relationships with all pupils and parents/carers and ensure effective communication and consultation.
- 5 To set and employ rigorous and exacting standards that will drive the development of the curriculum area to ensure excellent quality of education at every level in every subject.
- 6 To plan, monitor, review and evaluate performance, taking swift and effective action to address any issues that arise.
- 7 To play a lead role in the continuous review and development of curriculum and assessment in the curriculum area as well as in the designated subject area ensuring:
 - the most useful content and sequence of all curricula in the curriculum area.
 - clearly defined extent and depth of knowledge and understanding that pupils are expected to gain, building effectively on what has been taught before and towards assessment milestones.
 - rich connections across subject areas in the curriculum area and whole college to build and integrate knowledge and reinforce pupils' learning.
 - the development pupils' reading, writing, oracy and articulacy, and numeracy skills across all subjects.
 - pupils, particularly disadvantaged and SEND, gain the knowledge and cultural capital they need to succeed.

- 8 To lead the carrying out quality assurance and development (QUAD) work across the whole school and acting as required to constantly develop the quality of teaching and learning provision for the benefit of our young people and our colleagues. To produce and monitor QUAD and MRE reports in the subject and curriculum area.
- 9 To lead the setting of challenging and stretching targets across the curriculum area, as well as in their own subject area.
- 10 To lead colleagues in facilitating the professional development of all members of the curriculum area, ensuring that training needs are identified and that appropriate programmes are designed to meet such needs. To engage actively in the performance management review process and act as reviewer.
- 11 To model excellent practice in the planning and delivery of your own lessons and to demonstrate and share this practice on a regular basis.
- 12 To lead in the highly effective use of analysis and evaluation of performance data and use this effectively to self-evaluate, review and plan development to raise standards and the quality of provision.
- 13 To lead in the production of reports on examination performance in the subject area.
- 14 To ensure efficient and accurate management of exam entries within the curriculum area liaising with the Exams and Assessment Team.
- 15 To be a lead participant in the interview process for teaching posts when required and to ensure effective induction of new staff in line with college procedures.
- 16 To ensure effective performance management and development of colleagues, including all Newly Qualified, Graduate, Unqualified and student (ITT) teachers in the curriculum area.
- 17 To make appropriate arrangements for classes when staff are absent, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the curriculum area.
- 18 To lead other colleagues in formulating development plans and objectives for the 'school' which have coherence and relevance to the needs of pupils/students and to the aims and objectives of the College.
- 19 To make a positive contribution to the College's Development Plan.
- 20 To lead the management of the business planning function of the area to ensure that the planning activities of the subject and Curriculum Area reflect the needs of pupils/students and the aims and objectives of the College.
- 21 To ensure the maintenance of accurate and up-to-date information concerning the pupils/students and subject and curriculum area on the management information system.
- 22 To develop effective links and partnerships with others in the local, national and global community, including schools, collaborative groups, community groups, Higher Education institutions, industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- 23 To lead in the day-to-day management of behaviour in the curriculum area so that learning is disruption free.
- 24 To attend relevant meetings as the lead representative of the curriculum area including meetings of the College's CTL group and curriculum leader group.
- 25 To keep up-to-date with local and national developments in the subject area and teaching practice and methodology and to respond to curriculum development and initiatives at national, regional and local levels.
- 26 To ensure that Health & Safety policies and practices, including Risk Assessments, throughout the subject area are in line with national requirements and are updated where necessary, therefore liaising with the College's Health & Safety Manager.

GENERAL DUTIES:

- **All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.**
- To carry out the duties of a classroom teacher in accordance with the Teachers' Conditions of Service.
- To carry out a share of supervisory duties in accordance with published schedules.
- To participate in appropriate meetings with colleagues and parents/carers relative to the above duties.

- To support the College in meeting its legal requirements for worship.
- To implement, monitor and actively promote all College Policies.
- To carry out any reasonable duties as determined by the Principal.

NOTES:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. On allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the College's published Time Budget Policy and have regard to the Teachers' Conditions of Employment.

This job description is not a comprehensive definition of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

SIGNATURES:

The College 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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: (Teacher)

Date: