Job Description

**Name:**

**Post Title:** Curriculum Leader

**Responsible to:** Senior Leadership Team

### Main Purpose of the Post

* To support and contribute to the Catholic life of St Bernard’s community.
* To ensure the effective education of students in assigned classes in line with departmental and whole school objectives, policies and schemes of work

**Duties and Responsibilities**

* To plan, prepare and deliver engaging lessons and other activities to ensure the effective learning and progress of assigned students.
* To participate in departmental self review activities including departmental development planning.
* To participate in developing syllabuses, materials and schemes of work, which include clearly defined aims and objectives, which are shared with students.
* To employ varied methods of teaching and learning, appropriate to the abilities and aspirations of students and which enable them to take maximum responsibility for their learning.
* To maintain effective and accurate records of attendance and progress of students in accordance with whole school and departmental assessment, recording, reporting and marking policies and to use available data to inform planning and preparation.
* To consult with and inform staff and parents regarding the progress, attainment, attitude and behaviour of students.
* To contribute to the pastoral care and management of student behaviour in accordance with whole school and departmental policies.
* To ensure that equipment and resources are kept in good order and that rooms allocated for use are cared for and offer an attractive and educationally stimulating environment.
* To participate in the school’s Performance Management programme.
* To participate in the school’s Continuing Professional Development programme.
* To participate in the school’s monitoring, evaluation and target setting programmes.
* To attend all relevant staff, departmental and consultation meetings.
* To maintain an awareness of equal opportunity, health and safety and data protection issues and to adhere to any relevant policies in these matters.

**Specific roles and responsibilities**

* Further develop a shared vision for the department, which contributes to the vision for the whole school as expressed in the School Improvement Plan.
* Be the “Leader of Learning” within the department. Keep the department focussed on the development and improvement of teaching and learning. Encourage experimentation, reflection and sharing of good practice.
* Set and deliver high standards within the department in terms of student progress, student behaviour, teaching, assessment and monitoring.
* Act as a conduit between the Senior Leadership Team and members of the department and ensure the department makes an active contribution to the development of the school.
* Foster student enjoyment of your subject area and create a strong work ethic amongst students in the department. Celebrate student success and reward hard work.
* Develop a culture of self-evaluation that provides robust evidence for informing change.
* Keep up to date with national developments in the subject area and teaching practice and methodology.
* Monitor the quality of teaching, learning, assessment, homework and behaviour in the department and report the findings regularly to your line manager. Use this information to inform change and improve provision.
* Regularly update Schemes of Work and note the departmental contribution to literacy, numeracy, citizenship, work related learning, economic well-being and spiritual, moral, social and cultural education.
* Set challenging targets for students, staff and the department with reference to the data used and provided by the school and in line with the school system.
* Support and ensure members of your department support the active implementation of school policies and keep departmental documentation up-to-date and in line with school policies.
* Line manage and performance manage members of your department. (in core departments this can be delegated partly to other staff with responsibility.) Feedback regularly to your line manager issues, concerns and developments.
* Make use of analysis and evaluate performance data provided.
* Manage the departmental budget in order to provide best value for money with regard to teaching and learning resources.
* To lead the co-ordination and implementation of the Department’s enrichment curriculum.
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Manager/relevant staff to secure appropriate cover within the Department.
* Lead on the assessment, recording and reporting system for the department in line with the whole school system and expectations.
* NB: This list of responsibilities is not intended to be exhaustive and therefore the post holder must undertake any reasonable request of the Principal.

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| **Signed:** |  |
| **Signed on behalf of the Governing Body:**  |  |
| **Date:**  |  |