

Job Description

Job Title	Curriculum Coordinator
Responsible to	Head Teacher (Primary)
Reports to	Head Teacher (Primary)
Job Purpose	The co-ordinator will be responsible for the strategic development of their subject throughout the primary school. The person to hold this will be an excellent practitioner in the classroom and in particular in the teaching of the subject for which they hold responsibility.
Points of Responsibility	L2 for 2 years

Main Responsibilities

- To create a climate which enables all staff to develop and maintain positive attitudes towards their subject and confidence in teaching it.
- To co-ordinate and lead professional development of their subject through example and support, including INSET, for staff at all levels.
- To create and maintain a subject development plan linked to the overall school and department objectives.
- To support colleagues in all year groups by modelling best practice, team teaching and supporting with planning.
- To develop and implement practices in their subject which reflect a commitment to high achievement and excellent teaching and learning.
- To ensure that all curriculum plans are up to date, and stored in the appropriate section of the bespoke curriculum.
- To collate a bank of model lesson plans and resources which are uploaded to the live curriculum document.
- To promote professional development through providing coaching and effective feedback to staff following work sampling, planning support and lesson study.
- To maintain an oversight of standards across the school.
- To create and maintain an online portfolio of evidence of standards, appropriately recorded each term.
- To use data effectively to identify students who are underachieving in the subject area and work with APLs to implement effective plans of action to support/challenge those students, and to identify and stretch students who may excel.
- To monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
- To maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside school.

- To ensure that resources are adequate and relevant to the needs of both the children and the subject.
- To undertake sufficient CPD to ensure that their own knowledge and practice is exemplary and up to date.
- To ensure that subject curriculum and practice are tailored to the needs, ethos and values of the school.
- To create "how to" online videos and materials to support parents and staff within the subject
- To arrange parent workshops for their subject and participation in any relevant competitions.
- To advise the Head Teacher/EMT on the overall quality of the provision in their subject.
- To provide written or oral feedback when required for the Head Teacher/governing body on the teaching and learning and achievement in their subject area.

Any review as part of a Performance Management Review will be done against this job description

This job description is subject to review and amendment by the Principal in the light of changing needs of the school, to provide appropriate development opportunities and/or the addition of any other reasonable duties.

Last Reviewed / Updated: 10th September 2020