Job Description

Job Title	Curriculum Leader
Grade/Salary	MPS 1-6 /UPS 1-3 plus TLR2b
Reporting to	Senior Leadership Team

Job Purpose

- To strategically lead the direction and development of the curriculum area in accordance with the aims and objectives of the school;

- To raise standards of pupil attainment and achievement within the curriculum area by:
  - ensuring the provision of an appropriately relevant and differentiated curriculum for all pupils;
  - developing and enhancing the teaching practice of others.

- To effectively evaluate the impact of (2) and strategically plan for improvement by managing and deploying all financial and physical resources within the area.

Key Responsibilities and Accountabilities

Leadership

- To provide the strategic leadership across the area in accordance with the aims and objectives of the school;
- To be accountable for the operation and effectiveness of the policies and procedures needed to achieve these aims and objectives, developing new ones under the instruction of your line manager;
- To be responsible for the management of resources to ensure that the aims and objectives can be achieved;
- To monitor and evaluate the progress of staff and pupils towards meeting the overall aims and objectives;
- To be accountable for pupil attainment and staff performance in the area;
- To strategically plan for future improvements;
- To link with the other curriculum leaders to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.

Curriculum

- To lead curriculum development for the whole curriculum area;
- To liaise with the appropriate member of SLT to ensure the delivery of an appropriate, high quality curriculum programme which meets the needs of all pupils;
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels;
- To lead the development of appropriate syllabi, resources, SoW, assessment policies, and learning and teaching strategies in the area;
- To maintain accreditation with the relevant examination and validating bodies;
- To be responsible for the development of Personal Learning and Thinking Skills in the curriculum area;
- To provide the strategic leadership for the development and attainment of the specialist provision within the curriculum area;
- To lead the development of effective subject links with partner schools and the community; attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open

Days/Evenings and other events.

Teaching and Learning

- To develop and enhance the teaching practice of all colleagues within the area, implementing improvements where required;
- To establish common standards of practice within the CA and develop the effectiveness of teaching and learning styles in all subject areas;
- To keep up to date with national developments in teaching practice and methodology;
- To conduct 'learning walks' and other learning evaluation strategies in accordance with school policy;
- Plan work in accordance with the Trust's schemes of work and national curriculum requirements;
- Assist in developing appropriate specifications (syllabuses), schemes of work, resources, teaching strategies and related policies and procedures;
- Take account of pupils' prior levels of attainment and use them to set future targets;
- Maintain good discipline by following the behaviour policies and procedures;
- Ensure punctuality and establish a purposeful working atmosphere during all learning activities;
- Maintain excellent classroom management with due regard to health and safety policies;
- Set appropriate and challenging work for all pupils;
- Identify and work appropriately with 'special educational needs' pupils and 'academically more able' pupils.

Assessment, recording and reporting

- To establish a robust target-setting process within the CA;
- To ensure the maintenance of accurate and up-to-date information concerning the whole CA school MIS;
- To evaluate the performance data provided and take appropriate action on issues arising - setting realistic deadlines where necessary and reviewing progress on the action taken;
- To produce reports on examination performance, including the use of value-added data;
- To provide all relevant bodies with robust information relating to the CA's performance and development;
- Keep appropriate records of pupils' work;
- Mark and return work set, including any homework within an agreed and reasonable time;
- Use the school's marking scheme at all times;
- Carry out assessment programmes, as agreed by the school or department;
- Complete records of achievement in line with school policy;
- Complete pupil reports in line with school policy;
- Attend parents' evenings as required and keep parents informed about their child's performance and future targets.

Pastoral responsibilities
- To monitor and support the overall progress and development of pupils within the CA.
- To monitor pupil attendance and progress in relation to targets set for each individual, ensuring that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To ensure the Behaviour Management System is implemented in the CA so that effective learning can take place.
- Maintain an accurate register of attendance and do everything possible to encourage good attendance.
- Command high standards of pupil behaviour and conduct at all times and support the school in its

application of related policies.

Other duties

- Attend and contribute to team and full staff meetings;
- In relation to the school's strategic plan, contribute towards the goals and targets;
- Maintain a professional interest in educational initiatives and developments;
- Communicate effectively and professionally with parents and carers on pupil progress and welfare, if appropriate;
- Maintain an engaging and purposeful learning environment;
- Direct teaching support staff to ensure they are clear on how they can support pupil's learning;
- Support out of school activities;
- Contribute to the school's extra-curricular programme;
- Commitment to own professional development and maintain a record of professional development activities;
- Maintain a professional interest in educational initiatives and developments.

Contribution to whole School

- Comply with, and assist, with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Maintain an inclusive learning environment for all pupils;
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with others, to support achievement and progress of pupils;
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils;
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others;
- Deliver out of school learning activities or duties within guidelines established by the school;
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.

Responsibilities for Resources

- Ensure resources are planned, deployed and maintained effectively including staffing, financial, equipment and stock;
- Accountability for the physical learning environment within the curriculum area including staffrooms and corridors.

Responsibilities for Budgets and People

- To promote teamwork and to motivate staff to ensure effective working relations;
- To be responsible for the day-to-day line management of staff within the CA, ensuring that they follow school policies and meet all requirements and deadlines;
- To make appropriate arrangements for classes when staff are absent, liaising with the Cover Supervisor/relevant staff where appropriate;
- Budget holder for the CA.

Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Appraisal Policy.

Core Responsibilities and Duties

Post holders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of pupils as set out in the Trust safeguarding procedures;
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Work effectively as part of a team;
- Attend relevant meetings, as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

No.	Categories	Essential or Desirable	App Form	Interview or Task
Qualifications				
1.	Education to degree level or equivalent;	E	✓	
2.	QTS and GTC registered;	E	✓	
Experience and Knowledge				
3.	An excellent track record of recent, relevant professional development;	E	✓	✓
4.	Accountability for the performance of a significant cohort of young people;	E	✓	✓
5.	Taking accountability for the success of an initiative;	E	✓	✓
6.	Leadership of a community project or an area of school development;	E	✓	✓
7.	Experience of raising standards and performance of a significant cohort of young people;	E	✓	✓
8.	The principles and characteristics of effective Academies;	E	✓	✓
9.	Innovative approaches to working with pupils, parents, staff and the local community;	E	✓	✓
10.	The principles and practices of strategic and operational planning and delivery;	E	✓	✓
11.	Effective review and evaluation procedures;	E	✓	✓
12.	The application of ICT to effective management;	E	✓	✓
13.	Innovative use of resources;	D	✓	✓
14.	Working with young people and inner city Communities;	D	✓	✓
15.	Different methods of consulting with stakeholders;	D	✓	✓
16.	Community/voluntary/parent/partner agency links;	D	✓	✓
17.	Strategies for ensuring equal opportunities for staff, pupils and other stakeholders;	D	✓	✓
Abilities and Skills				
18.	Work effectively both as a leader and as a member of a team;	E	✓	✓
19.	Initiate, lead and manage change;	E	✓	✓
20.	Prioritise, plan and organise;	E	✓	✓
21.	Direct and co-ordinate the work of others;	E	✓	✓
22.	Set high standards and provide a role model for pupils and staff;	E	✓	✓
23.	Deal sensitively with people and resolve conflicts;	E	✓	✓
24.	Seek advice and support when necessary;	E	✓	✓
25.	Prioritise and manage own time effectively;	E	✓	✓

26.	A commitment to an open and collaborative style of management;	E	✓	✓
27.	Communicate the vision of the school in relation to the development of the local community;	E	✓	✓
28.	Negotiate and consult fairly and effectively;	E	✓	✓
29.	Build relationships with key stakeholders;	E	✓	✓
30.	Ability to communicate to a range of audiences;	E	✓	✓
31.	Chair meetings effectively;	E	✓	✓
32.	Communicate effectively orally and in writing to a range of audiences;	E	✓	✓
33.	Motivate all those involved in the delivery team;	D	✓	✓
34.	Liaise effectively with other organisations and agencies;	D	✓	✓
35.	Develop, maintain and use an effective network of contacts;	D	✓	✓
36.	Make decisions based on analysis, interpretation and understanding of relevant data and information;	E	✓	✓
37.	Demonstrate good judgement;	E	✓	✓
38.	Think creatively and imaginatively to anticipate, identify and solve problems;	D	✓	✓
39.	A commitment to inclusive education;	E	✓	✓
40.	Evident enjoyment in working with young people and their families;	E	✓	✓
41.	Empathy in relation to the needs of the school and the local community;	E	✓	✓
42.	Ability to inspire confidence in staff, pupils, parents and others;	E	✓	✓
43.	Adaptability to changing circumstances/new ideas;	E	✓	✓
44.	Reliability, integrity and stamina;	E	✓	✓
45.	Personal impact and presence;	E	✓	✓
46.	Work under pressure and to deadlines;	E	✓	✓
47.	Vision, imagination and creativity;	D	✓	✓
48.	A commitment to professional development.	D	✓	✓