

JOB DESCRIPTION

Post Title	Curriculum Lead - Communications
Salary Scale / Grade	L7 - L11
Reporting to	TBC

Job Purpose:

To provide a learning environment which embraces opportunities for all students by securing high quality learning and teaching. The role will support our vision of ensuring that students achieve their full potential both as students at our schools and as global citizens.

To provide effective leadership and management across the Faculty as required and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement, monitors student progress, and addresses any concerns. .

Key tasks and responsibilities:

Leadership

- Create a vision, sense of purpose and pride in the faculty.
- Effectively manage the human resources at the faculties disposal, including the teaching and support staff. This includes attendance management.
- Manage all budgets delegated by the Headteacher in accordance with the Governing Board's Financial Regulations. To ensure the effective security and protection of all resources including the maintenance of inventories where required.
- Lead arrangements for the monitoring of homework and marking in conjunction with the AHT - T&L/Disadvantaged.
- Lead arrangements relating to work scrutiny and moderation.
- Responsible for continuously improving the quality of teaching and learning in the faculty.
- Responsible for maintaining discipline in the faculty including supporting staff during lessons where appropriate.
- Identify and applaud areas of success for teachers and students within the faculty.
- Help create an effective team by promoting collective approaches to problem-solving and curricular / faculty development.
- Chair and produce the agenda for effective faculty meetings.
- Support the implementation of school quality assurance, assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of students in the subject(s).
- Develop and maintain effective methods of communication with the Assistant Headteachers and Deputy Headteacher/Head of School.

Curricular / Faculty Development

- Ensure continuity and progression within the whole school curriculum.
- To lead the faculty Improvement plan, its implementation and the part it plays in whole school development.

- Develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for students, and to incorporate a variety of assessment methods at key points to enable accurate judgements on students' progress.
- Develop faculty strategies for the students' spiritual, moral, social and cultural development, including citizenship.
- To assist in the monitoring and evaluation of the teaching in the faculty; identify strategies to support consistency of practice and be a lead practitioner in the team.
- To assist in developing faculty strategies and procedures (using national and school guidelines) for teaching and learning for students with special educational needs.

Liaison / Communication

- To meet regularly and work with the line manager for professional support and to develop effective faculty management.
- To oversee and monitor the accuracy of exam entries and dates and to work effectively with the Exams Officer.
- To act as the initial person for others to contact regarding all issues relating to the subject(s).
- To liaise with colleagues from other Keystages and sectors in order to provide a smooth transition between schools and phases for all students.
- To inform staff about new developments and ideas related to the subject and the faculty.
- To co-operate with the Health and Safety management and inspection process.
- To manage the provision of information to parent / carers and other staff about curricular choices, and choice of teaching groups for individual students and groups of students.
- To provide helpful and accurate responses to parent / carer enquiries.

Professional Development

- To support with organising in-service training for the faculty staff (teaching and support) as appropriate.
- To identify development opportunities for staff within the faculty through external agencies or courses.
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm, and provides development opportunities for all staff.
- To use the performance management cycle to assist in enhancing the professional development aspirations of colleagues.
- To personally keep up to date with developments and new ideas related to the subject(s).
- To ensure compliance with the current Teachers Standards throughout the faculty.

Other responsibilities:

- To line manage the Librarian.
- To work with the Assistant Headteacher leading the Literacy development plan.
- Please also refer to the responsibilities of all classroom teachers.
- The Curriculum Lead will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Curriculum Lead will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

PERSON SPECIFICATION

	Essential	Desirable	How Tested A – Application I – Interview T - Test
QUALIFICATIONS AND TRAINING			
Honours degree or some higher study / qualification		✓	A
Qualified Teacher Status	✓		A
Recent, relevant professional development	✓		A, I
EXPERIENCE			
Experience of leading a successful department comprising Key Stages 3,4 and 5		✓	A, I
Experience of successful secondary teaching or teaching practises	✓		A, I
Experience of successful teaching across the ability range	✓		A
Experience of effectively teaching students' progress	✓		A, I
KNOWLEDGE AND UNDERSTANDING			
Understanding of the main safeguarding principles	✓		A, I
Detailed working knowledge of National Curriculum changes to attainment levels and grades		✓	A
Subject knowledge commensurate with that required for the effective delivery of exam board specifications		✓	A
Flexible attitude to learning with a variety of teaching styles	✓		A
Use of ICT to meet the needs of students to improve their outcomes and raise standards	✓		I
Ability to generate new ideas about the delivery and students' engagement and enjoyment of the subject	✓		A, I
Use of data to inform decision-making	✓		I
SKILLS AND ABILITIES			
Good interpersonal, verbal and written communication skills with adults and children alike in a variety of settings	✓		A, I
Good level of competence in ICT (Including Google docs)	✓		A, I
Ability to work flexibly and under own initiative to achieve objectives	✓		I

Ability to prioritise, coordinate and organise work under pressure	✓		I
Ability to work on own initiative and self-manage	✓		A, I
Ability to translate theory into classroom practice	✓		A, I
Highly effective practitioner	✓		A, I
Ability to identify personal training needs	✓		A, I
Ability to make positive relationships with disaffected learners	✓		A, I
Ability to understand and deal with issues affecting students with challenging behaviours	✓		A, I
Ability to use Arbor	✓		A
PERSONAL QUALITIES AND ATTITUDES			
Ability to maintain high quality professional relationships with all	✓		I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Calm, approachable, resolution-focussed disposition.	✓		I
Conscientious and positive disposition	✓		I
Willingness to participate in further training and developmental opportunities to further knowledge	✓		I
Commitment to young people and ensuring the school facilitates the highest possible outcomes	✓		I
Enthusiasm and strong motivation	✓		I
Commitment to equal opportunities and inclusion	✓		I