



Curriculum Area Leader



Job Description

Job Purpose

To ensure the highest standards of achievement, attainment and progress for all students within the Curriculum Area. This will be achieved through clear and effective leadership of specialist staff. The job will focus clearly on all strands of the Every Child Matters Framework.

Principal Accountabilities

Leading Teaching & Learning

- To provide a vision for learning within the Curriculum Area.
- To ensure high standards of teaching, addressing any issues where teaching falls below the required standards.
- To ensure high standards of learning, addressing any issues from relevant reports both internally and from external monitoring
- To ensure that all courses have schemes of work that enable examination and whole school objectives to be met and that they are appropriately resourced.
- To ensure that learning is personalised through good use of assessment data, marking and feedback.
- To actively contribute to the school's policies and practice outside of the Curriculum Area through membership of the Leadership Forum and other active groups.
- To support staff in dealing effectively with student behaviour in order to remove any barriers that hinder progress.
- To take a full part in the formulation of school policy, SIP/SEF process and in the whole life of the school.
- To lead the analysis of exam results and agree and implement action points.
- To lead the Curriculum Area's self-evaluation process and prepare an improvement plan.
- To monitor the Curriculum Area's improvement planning work.
- To ensure the effective use of student voice.

Leading Staff

- To ensure that staff complete school monitoring, recording and reporting requirements to a high standard.
- To support new staff with their induction.
- To support the continuing professional development of all specialist staff.
- To oversee the work of teaching and non-teaching staff assigned to the Curriculum Area and to advise and assist the Headteacher in matters of staff appointments and Performance Management.
- To promote the professional development of staff through a process of guidance, delegation and consultation and to organise/lead staff training days as appropriate.
- To play a main role in overseeing the induction years of Newly Qualified Teachers.

Curriculum

- To plan, implement and review the curriculum within the framework of the National Curriculum, examination specifications and the school's policies.

- To oversee the writing of reports, provision of subject information to parents and the attendance of departmental staff at Parents' Meetings.
- To liaise with the school's Curriculum Manager with regard to the allocation of curriculum time to the subject area, the assignment of appropriate staff to courses, and pupil groupings.
- To liaise with the school's Examinations Officer about entries to all external examinations as well as for the arrangement of internal examinations.
- To share good practice:
 - a) Within school
 - b) With other schools
 - c) With parents, and
 - d) With other institutions such as colleges of further education, local industry etc.
- To ensure that within agreed Schemes of Work the subject area makes a contribution to the moral, social, cultural and spiritual development of pupils in the school, including modern British values.

Finance

- To ensure value for money and the effective deployment of the allocated budget.
- To make bids to the Senior Leadership Team for curriculum development materials and equipment, all bids being closely linked to the whole school and Departmental Improvement Plan.

Communication

- To attend meetings as appropriate and to then ensure that all departmental staff are kept up to date with matters discussed in such meetings.
- To conduct team meetings with pre-published agendas and to ensure that Minutes are taken and distributed to the appropriate people as well as all those who attend.

Environment

- To ensure that teaching areas present a stimulating environment, including the display of students' work.
- To supervise the use and care of all teaching spaces.
- To ensure that appropriate Health and Safety issues are properly understood and procedures followed effectively and consistently.
- To communicate with the specialist technician, site team or Business Manager as appropriate when repairs are needed and over any matters of Health and Safety.

5 Key Competencies

- The highest level of emotional intelligence, including resilience and self-awareness, enabling child centred support
- To secure commitment to the team vision and ethos through personal impact, presence and the ability to lead and work as part of that team
- Set standards and provide a role model for students and staff through challenge and support
- To engage all stakeholders and the wider community in providing support for the provision of excellence
- A full understanding of *Every Child Matters* and its impact on all aspects of a child's development and future success