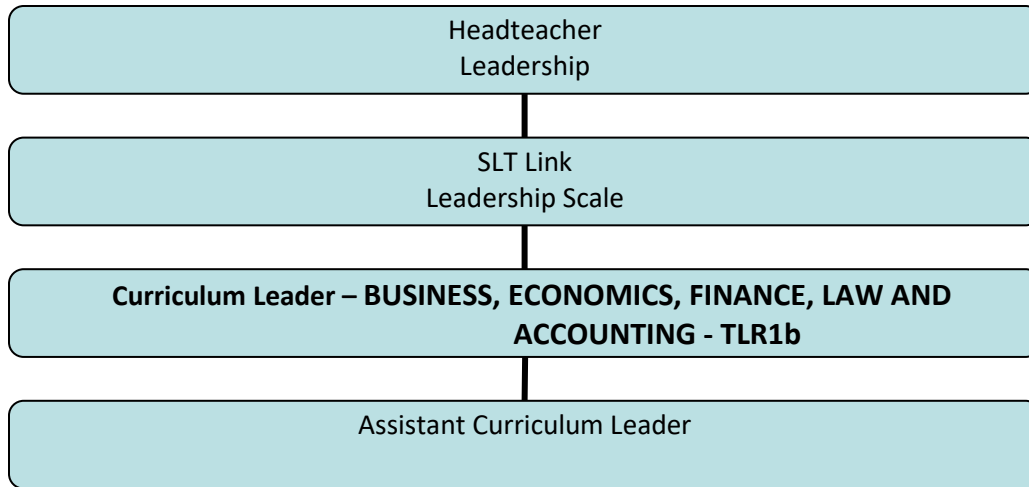


## JOB DESCRIPTION FOR CURRICULUM LEADER – BUSINESS FACULTY

**Job Title:** Curriculum Leader – **BUSINESS, ECONOMICS, FINANCE, LAW AND ACCOUNTING**  
**Responsible to:** Head teacher & SLT Department Link  
**Scale / Grade:** TLR 1b

### Organisational Chart:



**PURPOSE OF POST:** This post is central to the leadership and management of the whole school. The post holder will be responsible for promoting the Mission and Catholic Christian character of the school. They have a teaching and learning responsibility in designated subject area. Within this area the teacher will:

- Impact on educational progress of pupils in the whole Business Faculty, not just their assigned pupils.
- Lead, develop, enhance and monitor the teaching practice of other staff in the Department.
- Organise and lead on a programme of lesson observations / reviews in the Business Faculty in line with the Performance Management Policy of the school.
- Be accountable for leading, managing and developing whole school policy and practice in the Business Faculty department.
- Have line management responsibility for a staff within the Department.

The post holder will be a good role model for staff actively supporting the Catholic, Christian ethos of the school and participating in whole school self evaluation and development against the school's mission and aims. They will sustain a management ethos across the school which moves forward, solves problems and resolves conflict by applying Christian principles of leadership in the skills of chairmanship, negotiation, arbitration and reconciliation. All of the elements of the role will be interpreted and applied in the context of the Articles of Government of the school as established, supported and guided by the Diocese of Northampton.

## **JOB DESCRIPTION FOR CURRICULUM LEADER – BUSINESS FACULTY**

### **OVERALL LEADERSHIP & MANAGEMENT RESPONSIBILITIES**

- To undertake the specific professional responsibilities as laid out in the current 'School Teachers' Pay and Conditions Document'.
- To be a member of the Middle Leadership Team, taking part in the decision making and planning processes of the School.
- Initiate and manage change and improvement to develop the school and the staff.
- Inform whole school development planning ensuring the development of a progressive and challenging Business Faculty curriculum that supports the aims and objectives of the school and meets the needs of all pupils.
- Lead the Business Faculty, drawing on the curriculum expertise of the team to develop, monitor and assess schemes of learning, policy, assessment and teaching strategies, consulting with colleagues, identifying strategies to the Leadership Team and Governing Body and disseminating developments across the school. Take responsibility for at least one specialism within the Team.
- Lead department meetings to ensure a focus on improving student outcomes, creating regular opportunities for teachers to share, reflect and improve on classroom practice.
- Ensuring assessment and feedback strategies are of the highest standards and have a direct impact on improving the quality of teaching and learning.
- Lead in the review and evaluation of school and pupil results and use performance data to inform whole school and individual pupil targets, leading staff in a regular review of progress against targets, implementing change as necessary, ensuring high levels of achievement which meet the needs and potential of all pupils.
- Ensure the accurate completion of exam entries and mark sheets and adhere to the deadlines set by the Exams office, providing guidance and advice on post-results procedures and script reviews.
- Line-manage a team ensuring the effective management of discipline, performance, attendance, professional development and recruitment. Monitor the teaching and learning of others, contributing to the school's performance management process and coaching, mentoring and training colleagues.
- Maintain good behaviour within the Business Faculty and deal with unacceptable behaviour in line with the school's agreed Behaviour Policy.
- Ensure the effective deployment of staff and resources (ICT and consumables) within the Business Faculty
- Play a full part in the life of the school community, supporting the ethos of the school and encouraging staff, pupils and parents to do likewise.
- Use Leadership and Management time effectively.

### **SPECIFIC DUTIES**

- Lead on all aspects of Business, Economics, Finance, Law and Accounting including:
  - To support the development of Business Enterprise opportunities across the curriculum
  - To support Careers team to develop links with industry

## **JOB DESCRIPTION FOR CURRICULUM LEADER – BUSINESS FACULTY**

### **HEALTH AND SAFETY.**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Work flexibly in order to support staff / pupils at times of crises in order to maintain the smooth running of the school and safety of the school community.

### **CONTINUING PROFESSIONAL DEVELOPMENT – PERSONAL**

- In conjunction with the Head teacher, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - including the incorporation of targets related to leadership, evaluating and improving own practice.
- Effectively manage own time when dealing with the wide range of day-to-day and long term demands of the post.

### **CONTINUING PROFESSIONAL DEVELOPMENT – STAFF**

- Take a leading role in the provision of high quality professional development and line manage staff in the Business Faculty - deploying staff effectively, in order to enable staff to achieve a good Work/Life balance.
- Enhance the Performance Management programme, by making use of, where appropriate, other sources of expertise, e.g. outside training agencies, etc.
- Consider the expectations and needs of other members of staff, and in particular ensure that new appointees, trainees and NQTs are appropriately monitored, supported and assessed in relation to QTS standards and those of the School, e.g. by the incorporation of targets related to leadership, professional development and pupils' attainment.
- Mentoring other colleagues in the Department to improve the quality of Teaching and Learning.
- Maintain a professional portfolio of evidence to support the Performance Management process.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the school and the pastoral care of the pupils in their charge. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

Elements of this job description and changes to it may be negotiated at the request of either the Head teacher or the incumbent of the post.

## **JOB DESCRIPTION FOR CURRICULUM LEADER – BUSINESS FACULTY**

### **SAFEGUARDING**

Because of the nature of this job, it will be necessary for an enhanced criminal record disclosure to be undertaken. Therefore it is essential that any pending charges, convictions, bind-overs or cautions are disclosed. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (exemptions) (amendments) order 1986. Therefore applicants are not allowed to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. And in the event of employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-overs or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice.

***'The Trust/School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, Prohibition Order Check and the Disclosure & Barring Service.'***

## JOB DESCRIPTION FOR CURRICULUM LEADER – BUSINESS FACULTY

### Person Specification for CURRICULUM LEADERS.

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job. **Essential (E)**:- without which candidate would be rejected **Desirable (D)**:- useful for choosing between two good candidates.

<b>Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.</b>				
<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Experience</b>	Demonstrable impact on school improvement.	1,2	Working with children with English as an Additional Language.	1,2
	Demonstrable experience of using performance management and performance data to inform target setting, planning and policy.	1,2	The recruitment of staff.	1,2
	Some experience of managing the work of others.	1,2		
<b>Skills/Abilities</b>	Able to communicate with a variety of stakeholders (e.g. governors, colleagues, parents, the community, external agencies).	1,2	Whole school self evaluation.	1,2
	Able to lead, coach and mentor others, persuading and influencing those resistant to the management of change.	1,2	Ability to lead on a whole school project or initiative.	1,2
	Able to use IT to support both the curriculum and work organisation.	1,2		
	Able to work as part of, and contribute to, a whole-school multi-disciplinary team.	1,2		
	Able to monitor and evaluate teaching, learning and school policy.	1,2		
	Able to identify the necessary resources which ensure high quality teaching and learning.	1,2,5		

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	Able to assess the needs of individuals to inform the targeting of individual needs.	1,2		
	Able to deliver consistently high quality lessons, evaluate the impact of these and develop future planning accordingly.	5		
<b>Equality Issues</b>	Demonstrable commitment to inclusive teaching and learning.	2,5		
	Awareness of the effects of discrimination on pupils, parents, colleagues and policy.	1,2		
<b>Competencies</b>	Able to demonstrate:	1,2		
	Appropriate motivation to work with young people	1,2		
	Ability to form appropriate relationships with young people	1,2		
	Emotional resilience in working with challenging behaviours	1,2		
	Appropriate attitudes to use of authority and maintaining discipline.	1,2		
<b>Specialist Knowledge</b>	Subject/KS knowledge.	1,2,5		
<b>Education and Training</b>	Qualified Teacher Status.	4	Training in personnel issues and procedures, and in the accredited safe recruitment modules. CCRS	1,2
	Evidence of ongoing CPD	1,2		
<b>Other Requirements</b>				

**(1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification   5 = Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The Job-holder will ensure that Cardinal Newman School's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).
- (iv) Code of Conduct

**JOB DESCRIPTION FOR CURRICULUM LEADER – BUSINESS FACULTY**

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