



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

Curriculum Leader

We know from experience that things change throughout the lifetime of a role and so this Job description isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart into their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

About the role...

Main purpose of the role:

To implement the vision and values of the Academy and TCAT by aspiring to consistently deliver outstanding learning opportunities to students across the organisation both inside and outside the classroom environment. Ensuring that aspirational standards of behaviour, attitude to learning, and progress and attainment are evident at all times and contributing to the calm environment of the Academy.

To ensure that the subject area achieves outstanding outcomes for all learners with a particular emphasis on progress, including transition and curriculum developments. In addition, mapping provision for skill development across the Key Stages, appropriately preparing learners for GCSE courses and beyond

Specific Tasks

The Curriculum Area Leader is appointed by Holderness Academy & Sixth Form College and though the development priorities of the Academy must take precedence the Trust is committed to school-to-school support across the region and beyond and, where possible, there may be opportunity for work outside the organisation.

- Write and review the impact of Schemes of Learning for all Key Stages, ensuring they are available for staff with appropriate assessment and differentiation, building on and developing high levels of progress from the previous Key Stage
- Moderate progress of learners across all Key Stages with a particular focus on KS2 to KS4 progress, and KS4 to KS5 through accurate and robust tracking systems
- Set and moderate assessments, including end of year exams, to ensure the accuracy of data tracking to inform the reporting data, working closely with Assistant Head Standards
- Develop extension activities to stretch all learners particularly the most able
- Liaise with specialist staff across the Academy to facilitate bespoke programmes to support 'groups' of students
- Ensure that absent colleagues' lessons are adequately provided for in terms of resources
- Work in partnership with other leaders within and outside the faculty to ensure that good practice is shared across the subject area
- Support the induction of new staff and ECTs into the department, providing support and challenge
- Support the effective administration of external examination activities

- Participate fully in the Monitoring and Evaluation cycles for the whole Academy and the Faculty
- Contribute to the effective decision making across the faculty around curriculum choice in the subject area, ensuring curriculum is relevant to all learners

General Tasks

- Act as a role model of exceptional classroom practice for other teachers by being effective and proactive in implementing all aspects of high-quality teaching and learning
- Take responsibility for the welfare, academic, and personal development of the students in a class and tutor group
- Take a responsibility for general health and safety across the working environment
- Be a visible presence around the school site to perform duties as directed to facilitate a safe working environment for children and young people
- Model good practice in promoting Positive Discipline
- Fulfil statutory requirements for marking, assessment and reporting to parents, in line with Academy policies
- Attend and contribute to, where appropriate, staff training events, in particular sharing good practice events in teaching and learning both within and beyond the department

Attendance

- Provide accurate and timely attendance data through the lesson monitor system

Continuing Professional Development

- Actively participate in arrangements made for Appraisal
- Make every effort to ensure that subject knowledge and understanding of initiatives in pedagogy are up to date
- Participate in training, both internal and external, as appropriate
- Support other colleagues in their professional development, both within and outside the faculty area
- Ensure that when the opportunities arise for working party input, they are taken as evidence of commitment to the Teacher Standards

Enrichment Opportunities

- Be involved in providing curriculum enrichment relating to Schemes of Learning
- Participate, and/or lead as appropriate, in extracurricular activities to support learning, personal, and social development

Student ATL and progress

- Track student attainment and progress for each class
- Provide appropriate feedback to students in line with school policy, to enable them to improve and make progress
- Work as part of a subject area team to set and analyse aspirational targets and predictions which are data evidenced and accurate
- Ensure students are entered for the appropriate course by liaising with Faculty Leader, teaching a staff and Associate Head
- Communicate and cooperate as necessary with examination bodies or external bodies to the school

Student Management

- In terms of behaviour and welfare, identify students giving cause for concern and follow the school procedures for notifying the relevant staff and provide support for teaching and support staff
- Contribute as necessary to support plans
- Follow the Academy policies and practices and take responsibility for the behaviour management of students in class time and around the school site
- Work with the Learning Support teams to ensure effective learning activities, monitoring and successful reintegration occurs to support the students with an identified need and the academic progress of students in KS4
- Model good practice in promoting Positive Discipline within the subject area

- Facilitate, where appropriate, transition activities – for example Year 6-7, Year 8-9, Year 9-KS4, new students into school, Year 11-12
- Undertake responsibilities around the school sites to facilitate the smooth running of break/lunchtime/before and after school
- Fulfil obligations for safeguarding of young people and child protection requirements

Teaching

- Contribute to the effective decision making around curriculum choice in the subject area, ensuring curriculum is relevant to all learners
- Plan, prepare and deliver high quality learning, at all times aiming for outstanding
- Set, mark and/or assess Independent Study Tasks/Homework as appropriate
- Communicate and cooperate as necessary with examination bodies or external bodies to the school

Working with Parents

- Provide information to parents regarding behaviours for learning and progress as and when requested
- Attend relevant Parent Information Evenings

Leading and Managing Policy

- Contribute effectively to the development of the Academy and wider Trust Vision and Ethos
- Contribute to the consistent implementation and review of relevant policies e.g., Uniform Policy, Equal Opportunities Policy
- Take an active role with regard to safeguarding and child protection of all young people, ensuring student welfare is secure and students feel safe in school

Leading and Managing Learning and Progress

- Display those teacher competencies expected of all teachers with regard to subject knowledge, subject application, marking, assessment, recording and reporting
- Contribute to the Self Evaluation process and reporting to Governors as appropriate
- Develop learning opportunities across the school to engage learners in lessons
- Ensure effective use of resources, including new technologies, to stimulate learning and progress

Leading and Managing People

- Advise upon, plan and contribute to the professional development of all staff to increase their effectiveness and impact on the quality of behaviour management
- Carry out line/performance management responsibilities as and when appropriate

Managing Resources

- Ensure that there is a safe working and learning environment in which risks are properly assessed and managed in line with the Risk Management strategy

Managing Student Welfare

- Ensure student welfare is secure and students feel safe in school

Other

Holderness Academy & Sixth Form College has high expectations of all its employees to ensure that they provide a professional service to our young people and the community.

The general requirements for the substantive post of Teacher are outlined in the School Teacher's Pay and Conditions Document.

Appraisal Targets will be aspirational and set on an annual basis in discussion with the Line Manager.

This Job Description is intended to highlight the main responsibilities and expectations for the post holder and is not the entirety of what a member of staff may reasonably be required to complete in line with the priorities of the organisation. Neither is it intended to highlight the amount of time which should be spent on each task.

This Job Description will be reviewed regularly 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. You may be expected to take part in any other reasonable duties which may be required.

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of The Consortium Academy Trust will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

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About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills, and values:

Qualifications and Training

Essential

- Degree Level Qualification in relevant subject area
- Qualified Teacher status or an alternative recognised teaching qualification with experience of delivering in relevant subject area

Desirable

- Record of continuing professional development

Evidenced by application form and certificates.

Experience, Knowledge, and Skills

Essential

- The ability to teach French to GCSE Higher
- Experience of successfully leading on a subject or subject area
- Awareness of safeguarding practices and commitment to these
- Ability to establish good professional relationships with colleagues at all levels
- Commitment to own learning
- The ability to effectively create and sustain a stimulating learning environment
- Teach using a wide variety of strategies to maximise learning for all students
- Good subject knowledge and passion for specialist subject
- Track record of successful classroom/teaching practice
- Good classroom practitioner
- Knowledge of effective behaviour management strategies
- Experience of working with children and young people

Desirable

- Experience of leading a successful team
- Line Management experience
- Good IT skills
- Experience of using Arbor
- Understanding of GDPR
- Creative and resourceful

Evidenced by application form, interview, and references.

Values and Personal Competencies

Essential

- Exceptional Communicator
- Hard working
- Team player
- Resilient
- Positive mental attitude
- Ambitious
- Committed to raising the profile of your subject within the school and community
- Willingness to be involved in the wider life of the Academy
- Open to change, new ideas and innovation
- Commitment to promoting and safeguarding the welfare of students
- Committed to the values and vision of the Trust
- Team focused with the ability to work independently and take initiative
- Committed to equality, diversity, and inclusion.
- Strong morals, ethics, and sound judgement
- A role model of the Trust's Values

Evidenced by application form, interview, and references.