



## THE ADEYFIELD ACADEMY

### JOB DESCRIPTION - CURRICULUM LEAD

**Responsible for:** Leadership and management of the Department and all relevant personnel within it

**Responsible to:** Line Manager with responsibility for the subject

#### Expectations

- It is expected that the Curriculum Leader will work in accordance with the aims and objectives of the school as expressed in its Mission Statement; will undertake all duties as specified by the current STPCD and will work to the professional guidance details set out in the Teacher Standards.
- The duties and responsibilities of this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirements and priorities within the school.
- A key feature of the role of Curriculum Leader is the need to be a positive, professional role model. It is equally important that the post-holder should be able to identify his/her own personal and professional development needs and be able to set and achieve his/her own professional objectives within a supportive school environment.
- It is to be expected that a Middle Leader would carry out any reasonable request made to undertake work of a similar level that is not specified in the Job Description.

#### Core Purpose

- To raise standards of student attainment and achievement within the curriculum area; to monitor and support all students' progress and be accountable for that progress
- To lead and sustain a team of committed professionals who maintain clear vision, purpose and high expectations, focused upon students' achievement
- To develop and enhance the teaching practice of others in order to ensure high standards of teaching and learning throughout the department
- To ensure the provision of an appropriate and relevant curriculum that is both challenging and differentiated to meet the needs of all students studying within the department

#### Academic Progress

- To ensure excellent subject knowledge is evident in all members of the department in a culture of learning pervades throughout
- To agree/set and rigorously track and monitor the achievement of student progress targets ensuring the effective use of performance data within the department to plan for learning progression
- To organise Interventions to ensure that the targets of individuals and groups of learners are met
- To monitor, evaluate and report upon the effectiveness of practice in the curriculum area, especially related to examination entry and performance incorporating the use of value added data
- In the course of the above to implement School Policies within the department relating to assessment, recording and reporting and to develop strategies for improvement as a result of monitoring performance data and reviewing patterns
- To be responsible for defining the clear aims and objectives of the Department
- To lead the development and implementation of appropriate syllabuses, schemes of learning and resources of the curriculum area that reflect national developments in the subject area and teaching practice and methodology
- To ensure completion of QUADS and SEF updates on a regular basis
- To ensure that knowledge of current developments in the curriculum area and current understanding of how students learn most effectively is personally maintained and disseminated to colleagues
- To pursue the highest possible academic standards within the Department
- To ensure the effective day to day management of the curriculum including deployment of staff and resources and making appropriate arrangements for classes in the event of staff absences for the effective continuation of students' learning
- To ensure that teaching groups are organised so that the needs of all students are best met and in which individuals are encouraged to perform at the highest possible level
- To take responsibility for the achievement of all identified and vulnerable groups of students, to include amongst others:
  - a) High Achievers
  - b) Students with Special Educational Needs
  - c) Pupil Premium
  - d) EAL

- This will involve the development of a wide range of good teaching methods and approaches
- To work effectively with the school SENCo in order to ensure that appropriate systems and support mechanisms are used to maximise the achievement possibilities of all students
- To promote and monitor, within the department, school policies related to the use of literacy, numeracy and the use of ICT; home learning; lesson planning; T&L; record keeping; ensuring that all staff follow all agreed School and Department policies and procedures
- To ensure that the Department embraces and fully engages with the school Teaching and Learning strategy
- To take responsibility for all internal and external examinations at all key stages and for appropriate marking schemes to be made available
- To take responsibility for mode of examination, vocational or academic, and choice of papers for external candidates in consultation with the relevant Assistant Headteacher

#### **Leadership and Management**

- To support the Senior Leadership Team in meeting whole school priorities and in realising the school's shared vision
- To be accountable for leading, managing, deploying and developing the teaching and support staff of the curriculum area
- To take appropriate action in order to build and maintain effective teamwork within the curriculum area, especially through the establishment of good communication systems, the encouragement of the sharing of good practice and innovative use of meeting, training and non-contact time
- To undertake Appraisal target setting and reviews, ensuring that there is a clear focus upon teaching and learning and student progress; that staff development needs are identified and appropriate programmes investigated and planned
- To identify areas for development within the department and take appropriate action in supporting, coaching and monitoring colleagues in order to ensure the standard of teaching and learning is of the highest standard and contributes positively to student progress and achievement
- To ensure that colleagues are aware of the needs of all students and groups and make provision for this in their planning. To use frequent, regular and well-structured meetings to support this
- To work with colleagues to formulate, monitor and evaluate the department's strategic improvement plan ensuring it links with whole school key area targets and accurately reflects the learning needs of the students
- To ensure that all colleagues know and understand the key school targets and the part they play in achieving these
- To ensure good student behaviour in the Department; to support and assist colleagues to ensure that they understand and are actively implementing the key aspects of the School's Behaviour Policy
- To ensure all opportunities to develop students' awareness beyond the classroom are explored fully

#### **Administration**

- To lead and manage scheduled Departmental meetings, to produce the agenda and minutes of such meetings, ensuring that the Headteacher receives copies
- To manage the department budget and assess the financial needs of the Department, planning for it to be spent appropriately and sustainably, contributing to improvements in teaching and learning, student progress and achievement in line with the principles of best value and accordance with procurement systems outlined by the school Finance Manager
- To be prepared to report or present information with regards to the department spending as part of annual review processes
- To take responsibility for the ordering, receiving, checking, recording and safe-keeping of all stock, equipment and teaching aids
- To make recommendations to the Librarian for the inclusion on the Library requisition of books relevant to his/her subject
- To take responsibility for the care of the fabric in Department areas; risk assessments for health and safety, the appearance of rooms and corridors