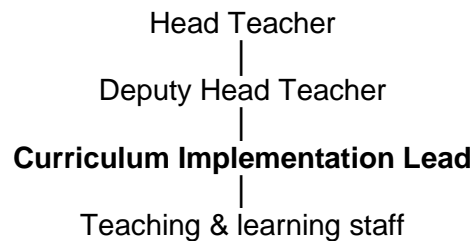


JOB DESCRIPTION

TITLE:	Lead for curriculum implementation
SCHOOL:	Lady Zia Wernher School
RESPONSIBLE TO:	Head Teacher
GRADE:	Teacher + UPR + SEN allowance + TLR2b

ORGANISATION CHART:

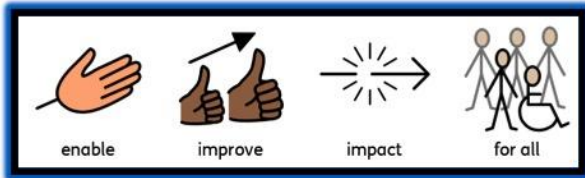


Core purpose - Intent

- Working under the leadership of deputy head for curriculum, facilitate an outstanding school curriculum ensuring high quality pupil opportunities and outcomes
- To monitor, moderate and understand pupil progress through a working knowledge of sequential (buds blossoms, blooms) teaching and learning
- Teach and model excellence in the classroom
- As part of leadership team work collaboratively in decision making and planning for whole school improvement

Specific responsibilities – Implementation & impact

- Devise a curriculum implementation action plan in conjunction with Leadership & School Improvement Plan (plan, do and review processes).
- Identification of knowledge gaps and training needs through effective information gather e.g. learning walks, moderation exercises, pupil progress analysis, scrutinising short term planning
- Work across any site where department exists
- Evaluating classroom provision (an enabling environment)
- Formal collaboration with aspect leads to prevent workload duplication
- Manage & coach class leads in curriculum matters as appropriate
- Report impact of improvements to head teacher and school governing body
- Continue to self-develop leadership & teaching skills



- To keep up to date with national and local developments linked to age related teaching and learning and SEND issues

General Duties, responsibilities and expectations of a Qualified Teacher

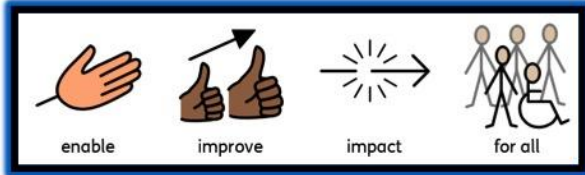
- For no more than 70% of working time carry out the duties of a school teacher as set out in the “School Teachers’ Pay and Conditions Document”
- To continue to meet the required standards for Qualified Teacher Status.
- Understand how pupils’ learning is affected by their physical, intellectual, emotional and social development and to understand the stages of child development.
- Select and make good use of ICT skills for classroom and management support.
- Be familiar with the school’s current systems and structures as outlined in policy documents including the Health and Safety and Child Protection Policies
- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge
- Make effective use of assessment information on pupils’ attainment and progress and in planning future lessons
- Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident
- Use a variety of teaching and learning styles to keep all pupils engaged
- Be familiar with the Code of Practice and identification, assessment and support of pupils with special educational needs
- Evaluate your own teaching critically to improve effectiveness.

Other Professional Requirements

- Establish and maintain effective working relationships with professional colleagues and parents
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post
- Be aware of the need to take responsibility for your own professional development
- Be required to carry out any other reasonable requests made by the head teacher or the governing body.

Physical Effort

- The job will involve moving and handling of children and equipment on a regular basis. Training will be provided

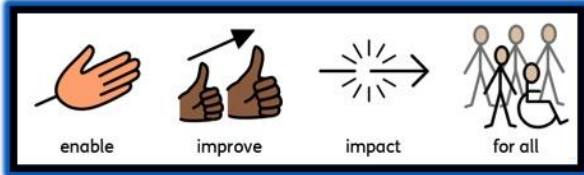


Working Environment

- There will be the requirement to deal with vomit and bodily fluids when children are unwell or when following care plans
- Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. 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 entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.
- Disclosures are handled in accordance with the CRB Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on www.disclosure.gov.uk
- This post is classified 'regulated activity' in accordance with the Safeguarding Vulnerable Groups Act 2006. You must register with the Independent Safeguarding Authority, and have your registered status confirmed by Luton Borough council, in order to undertake this post.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

This Job Description could be reviewed during the autumn term in line with the statutory arrangements for Performance Management. Additionally this job description may be amended at any time, following consultation with the head teacher and by the agreement of both parties.

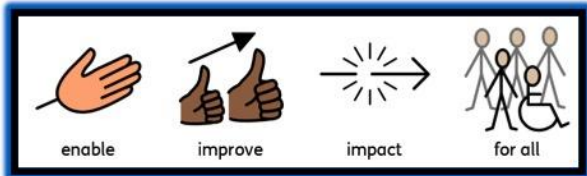


Person Specification for the department lead

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.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable impact on department practice.	1,2,5		
	Demonstrable evidence of leading and managing a subject.	1,2,5		
	Demonstrable experience of using pupil progress information to inform target setting, planning and policy	1,2,5		
	Leadership skills & impact of actions in strategic approach to positive pupil outcomes	1,2,5		
	Ability to lead on a whole school project or initiative	1,2,5		
	Whole school self-evaluation Working with children with Special Educational Needs	1,2,5 1,2,5		
Skills/Abilities	Able to communicate with a variety of stakeholders (e.g. governors, colleagues, parents, the community, external agencies).	1,2,5	Driving minibus Coaching (or equivalent) Qualification Team teach (or equivalent) Qualification	3,4 4 4
	Able to lead, coach and mentor others, persuading and influencing those resistant to the management of change.	1,2,5		
	Able to use IT to support both the curriculum and work organisation.	1,2,5		



	Able to work as part of, and contribute to, a whole-school, multi-disciplinary team.	1,2,5		
	Able to monitor and evaluate teaching, learning and school policy.	1,2,5		
	Able to identify the necessary resources which ensure high quality teaching and learning.	1,2,5		
	Able to assess the needs of individuals to inform the targeting of individual needs.	1,2,5		
	An exemplary classroom practitioner, able to deliver consistently high quality lessons, evaluate the impact of these and develop future planning accordingly.	1,2,5		

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

We will consider any reasonable adjustments under the terms of Equality Act 2010, 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 Luton Borough Council’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 (2018)