



**Pittville School**

Ambition Respect Honesty Kindness

## **Job Description**

**Post: Curriculum leader**

### **Purpose of the Job:**

In addition to the requirements of a class teacher and subject leader, to be accountable for a faculty area of the school's work and to support, hold accountable, develop and lead a team of people focussing on that area.

### **Generic/Accountability**

- To keep themselves up to date with the current 'Guidance For Safer Working Practice For Adults Who Work With Children And Young People' and to comply with it fully by following school procedure.
- Strategic direction and development of the curriculum area in co-operation with, and under the direction of, the Headteacher.
- Support and secure the commitment of others to the vision, ethos, direction and policies of the school and promote high levels of achievement in the faculty;
- Support the creation and implementation of the school strategic plan, particularly as it relates to the faculty and to take responsibility for the appropriately delegated aspect of it;
- Support all staff in the curriculum area in achieving the priorities and targets of the faculty;
- Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on the curriculum area;
- Ensure that parents are well informed about the curriculum, targets, children's progress and attainment in the curriculum area ;
- Support the Headteacher in developing links with parents of children in the school.

### **Areas of responsibility and key tasks that are focussed on Teaching and Learning**

- To provide regular progress updates to the leadership team to ensure the team is fully aware of all successes, issues and concerns in the subject areas;
- Support the Headteacher in determining, organising and implementing the curriculum and its assessment; monitor and evaluate them in order to identify and act on areas of improvement;
- Support the Headteacher in establishing a learning environment that helps students develop study skills in order to learn more effectively and with increasing independence;
- Be responsible for the teaching of a class, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline;
- Be responsible for the pastoral care of students in a class, promoting self-discipline and good behaviour at all times, in accordance with school policies;
- Take responsibility for the development and monitoring of the curriculum provision throughout the curriculum area, liaising appropriately with subject leads, pastoral teams and class teachers;

- Support the Headteacher in the monitoring of the quality of teaching and children's achievements within the curriculum area, including the analysis of performance data.

### **That require the teacher's professional skills and judgement**

- Use data effectively to identify students who are underachieving in the curriculum area and, where necessary, create and implement effective plans of action to support those students;
- Establish a partnership with parents to involve them in their child's learning in the curriculum area, as well as providing information about curriculum, attainment, progress and targets;
- Work with the SENCO to ensure that provision maps are used to set curriculum area specific targets and match well to students' needs;
- Establish staff and resource needs for the curriculum area and advise the Headteacher and senior managers of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school, and curriculum area plans to achieve value for money;
- Deploy staff to ensure the best use of curriculum area, technical and other expertise;
- Ensure the effective and efficient management of learning resources, including ICT, implementing effective security measures to minimise losses and damage;
- All that is involved in leading, developing and enhancing the teaching practice of others;
- Support the Headteacher in developing positive working relationships with and between all students and staff in school;
- Lead groups of staff in development activities and evaluate outcomes;
- Support the performance management process and use the process to develop the personal and professional effectiveness of staff;
- Provide support to newly qualified teachers, supply teachers, teachers and teaching support staff who may be new to the school;
- Ensure that the Headteacher and governors are well informed about policies, plans and priorities, success in meeting objectives and targets, and any future development needs.

### **Effective deployment of staff and resources**

Support the Headteacher in the deployment of staff and support those staff in their duties;

Work with the Headteacher in establishing priorities for expenditure, and in monitoring the effectiveness of spending and usage of resources.

### **General**

- Create and maintain positive and supportive relationships with staff, parents, the PTFA and governors;
- To engage with appropriate training opportunities to promote professional effectiveness in this role;
- To carry out any other duties specified by the Headteacher, commensurate to the post.

Responsible to: The Governors of the school and the Headteacher

Staff for whom responsible: Second in English, Subject teachers, Literacy Coordinator

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case will be reviewed before the commencement of the next Performance Management cycle.