

**Harrow Way Community School
Job Description
Curriculum Leader**

This should be read in conjunction with the generic mainscale description that is applicable to all staff, except the Headteacher.

Curriculum Leader/Subject

Core Purpose

The core purpose of Subject Leaders is focussed on teaching and learning. The Curriculum Leader, supported by the Second in Department where appointed, provides and articulates a clear vision for the working practices and future of the Department. They promote, support and develop an environment in which teachers are effective in their work, and students are motivated to learn. In so doing, therefore, the Curriculum Leader (and Second in Department) play a key role in raising standards of academic achievement and in enabling students' personal and social development.

As a member of the Middle Leadership Team, Curriculum Leaders have the following responsibilities:

Staff

- Assist Headteacher with staff appointments
- Delegation of appropriate responsibilities within the subject team
- Department timetables and allocation of staff to teaching groups
- Formulation of teaching groups
- Supervision of all staff within the team
- Supervision of student teachers and ECTs (in association with Senior Leader)
- Monitoring and evaluating the quality of teaching within the faculty
- Continuing professional development of staff within the team (in association with Senior Leader (Staff Development))
- Implementation of the Specialist School Plan
- Involvement in the School's Performance Management Process in relation to staff in the team
- Advice, welfare and support for staff within the team
- Communication and disseminating information to staff and the Leadership Team as appropriate

Responsibilities in relation to the work of the Department

- Preparation of relevant section of the School Improvement Plan
- Delivery of the National Curriculum
- Choice of syllabuses
- Development, monitoring and reviewing of Schemes of Work

- Monitoring quality of students' work and learning across the Department
- Monitoring the conduct of students across the Department
- Monitoring the quality of marking and assessment
- Evaluation of all teaching materials purchased within the Department
- Monitoring the homework policy within the team
- Co-ordination of internal examinations (in association with Examinations Officer)
- Keeping abreast of curriculum developments
- Supervising supply teachers
- Monitoring the quality of the fabric of the rooms and community areas within the Department area
- Monitoring Health and Safety
- Monitoring the quality of the cleaning and grounds maintenance (in association with School Business Manager)
- Analysis of school data against LA and national statistics
- Target setting for students within the Department in accordance with school policy.
- Oversight of the system of monitoring student progress against agreed targets
- Accountability, through the Headteacher, to Governors in supporting the school's Link Governor scheme and occasionally informing Governors directly of the work of the Department (eg Students & Curriculum Governors Committee)

Responsibilities in relation to resources

- Budget planning, monitoring and administration of Department finances against priorities within the School Improvement Plan
- Maintenance and security of all books and equipment
- Forecasting future needs against predicted budgets
- Planning for the replacement of furniture (in association with Site Manager)

Responsibilities in relation to students

- Regular monitoring and review of student groupings and setting
- Communication with Head of Year and parents in relation to changes in students' groupings or settings
- Public examination entries and preparation of students (in association with Examinations Officer)
- Appropriate careers advice (in association with Senior Leader – Careers)
- Supporting students designated as Gifted and Talented in line with the school's Gifted and Talented Policy
- Ensuring that information on students' timetables are kept up to date within the SIMS.net module
- Organising an appropriate revision programme for students

Responsibilities in relation to communications within and outside of the Department

- Department meetings are held in line with dates in the school calendar
- Agenda items can be raised by any team member
- Notes from meetings are detailed and produced in such a way as to include points for action/time frames etc.
- Notes from meetings are distributed to Headteacher and relevant Line Manager and others as appropriate
- Advising the Headteacher and others in the Leadership Team of issues relating to the Department as and when appropriate
- In association with the appropriate Deputy Head, communicating with subject advisors
- In association with the responsible member of staff, communication with Primary Schools
- In association with Head of Year, communication with parents
- In association with appropriate Assistant Head, communication with Institutions of Further and Higher Education

Responsibilities in relation to Department records

- Ensuring that all records in relation to students' assessment are kept up to date
- Ensuring that all records in relation to the tracking of students' progress against targets are up to date
- Maintaining an up-to-date inventory of all equipment held within the Department

As a member of the Middle Leadership Team

- You should understand the way the school operates and the part you and other Leaders, including members of the Senior Leadership Team, play in it
- You must learn about the role of the Headteacher, Deputy Head, Assistant Heads, other Middle Leaders and non-teaching staff and the part that they play in the communication processes within the school
- You should be aware of the short and long term targets of the whole school
- You should become familiar with appropriate individuals and organisations within the local community
- You should develop your area of responsibility within the policies and philosophy of the whole school