

Job Description

Post Title	Curriculum Leader – Personal Development & RE
Responsible To	Headteacher
Whole School responsibility for: -	<ul style="list-style-type: none"> • Careers • Enterprise • Health / Sex Education • Assembly Programme • RE
Salary	MPS/UPS + TLR

Context

The Curriculum Leader is:

- Accountable for and to provide professional leadership and management for their subject area and the areas they are responsible for.
- To secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.
- To contribute to the development and maintenance of whole school strategies and policies.
- To ensure that CET's vision and values underpins the relentless aim to improve life chances for all pupils and students regardless of their background, demonstrating these in everyday work and practice.

Job Purpose

Curriculum Leaders must ensure that targets for improvement in the curriculum areas are set and met, through rigorous positive approaches to curriculum development, the planning and preparation of schemes of work, the monitoring of learning and teaching across the curriculum area and the support and development of staff.

Curriculum Leaders form a vital part of the middle leadership team. Curriculum Leaders need to have a good knowledge of educational issues and are expected to keep up to date with, lead on and work in conjunction with the Senior Leadership Team on improving pedagogy and practice where it is relevant to the curriculum areas.

To deliver key aspects of the whole school initiatives - careers, enterprise, health/sex education, RE and school assembly programme.

Key Responsibilities

In addition to the duties required of all teachers under The School Teachers Pay and Conditions Document (STPCD), the Curriculum Leader will be responsible for delivering the following across the curriculum area:

- Standards in Leadership
To provide professional leadership for colleagues delivering within the subject areas, including subject specialism, planning and regular monitoring and accountability.
To administer the departmental budget in line with the agreed priorities.

- **Standards of Student Performance**

To be accountable for the teaching of the subject to all year groups, ensuring delivery meets the academic and social needs of all students.

- **Standards of Teaching and Learning**

To be accountable for the planning and delivery of accredited courses under your jurisdiction and monitor/evaluate student performance data in relation to the subject area.

- **Standards of planning and learning**

To be accountable for the production of long, medium and weekly planning together with the production of an annual curriculum area plan (CAP).

Key Accountabilities

Teaching

- To aspire to be an outstanding classroom practitioner.
- To ensure high standards of teaching across the curriculums.
- To oversee the delivery of planned, co-ordinated and high quality learning.

Shaping the future

- To establish and implement an ambitious vision and ethos for the future of the curriculum areas.
- To play a role in the school improvement and school self-evaluation planning & review process.
- Be involved in the devising, implementing and monitoring of action plans and other policy developments.
- To lead by example to motivate and work with others.
- To work in partnership with other members of the Middle Leadership Team, leading by example when implementing and managing change initiatives.
- To promote a culture of inclusion within the school community where all views are valued and taken in to account.

School Improvement

- To formulate the aims and objectives of the curriculum area through the curriculum area plans (CAPs).
- To establish the procedures through which they are to be achieved.
- To manage staff and resources to that end.
- To monitor progress towards their achievement.
- To determine, implement and monitor systems for monitoring and improving students' attainment and progress.
- To contribute to the development and implementation of the school's behaviour management system.

Leadership

Within the curriculum areas:

- To be accountable for attainment.
- To be responsible for monitoring the effectiveness of staff.
- To take responsibility for continuing professional development of self and other members of the curriculum areas.
- To lead and take part in CET's appraisal process.

- To drive and enable collaborative working across CET, so that learners use knowledge/skills and understanding in different contexts.

Communication

- To lead and chair curriculum team meetings as required.
- To attend and be an active contributor to curriculum area, middle leader, whole school and other appropriate meetings as required.
- To attend and be an active contributor to curriculum area and whole school events.
- To attend Progress Evenings and other parent information evenings as required.
- To maintain regular and effective positive communication with parent/carers and stakeholders.

General

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school and the Trust.
- Attend and participate in regular meetings/briefings.
- Participate in training and other learning activities and performance development as required.
- Act in a manner which displays the utmost confidentiality and respect of student and staff records at all times.
- To undertake other duties commensurate with the post to ensure the smooth operation of the responsibilities of the team.
- To comply with Data Protection & GDPR policies.
- Other duties in support of the establishment as decided by the Headteacher within the scope of this post.

Safeguarding

CET is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

Review

It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations.

Person Specification: Curriculum Leader - Personal Development

Key leadership skills and knowledge	Experience required
To be able to articulate a clear vision.	Experience of creating and implementing a vision for a curriculum area in an improving school.
Ability to take on leadership in challenging circumstances and challenge underperformance.	Recent experience of working in a challenging/underperforming school and effectively challenging underperformance in staff.
To be able to think strategically.	Experience of working on strategic leadership across a secondary school.
An understanding of the principles of effective change management and knowledge of what that means in practice.	Experience of leading curriculum innovation and change management - a successful innovator of school improvement that has impacted positively upon attainment.
Effective networking skills.	Experience of collaborative working to develop new approaches to teaching and learning.
Understanding the principles and practice of effective self-evaluation and preparation for inspection.	Experience of leading and managing self-evaluation and review processes.
Knowledge of effective processes for raising student attainment.	Experience of action planning and delivery of raising attainment programmes.
Understanding of student motivation and engagement and strategies to re-engage those learners who are disengaged.	Experience of re-motivating disengaged learners, using a wide range of strategies for managing disaffection, poor behaviour and underachievement within an area.

Person Specification

Subject Specific Requirements – Personal Development

	Essential	Desirable
Qualification/ Training/ Competences	<ul style="list-style-type: none"> The successful candidate should be qualified to degree level in a relevant subject i.e. Health & Social Care and RE or related subject. The successful candidate should have a relevant teaching qualification (PGCE, Cert Ed, BEd). 	
Relevant Experience	<ul style="list-style-type: none"> The ability to teach to the full age and ability range is required (KS3 – KS5). Previous middle management experience in education. 	
Knowledge	<ul style="list-style-type: none"> A thorough knowledge of and enthusiasm for the subjects / areas within the curriculum area is required. 	<ul style="list-style-type: none"> An understanding of the changing school environment and national issues will be an advantage.
Skills	<ul style="list-style-type: none"> A commitment to the provision of quality and equality of opportunity in the teaching of PD is required. Excellent written and oral communication skills in a variety of contexts (students, parents, colleagues etc.) are sought. To be able to work collaboratively with SLT and across the Trust. Commitment to continuous review and curriculum development is sought. Be able to demonstrate the skills to inspire, lead and manage a team. Committed to the safeguarding and wellbeing of all students. 	
Flexibility	<ul style="list-style-type: none"> Attendance at staff meetings, briefings, open evenings etc. 	<ul style="list-style-type: none"> Experience of or a willingness to make a significant contribution to extra-curricular activities is highly desirable.