

JOB DESCRIPTION - CURRICULUM LEADER

SCHOOL: FERNDOWN MIDDLE SCHOOL

JOB TITLE: CURRICULUM SUBJECT LEADER

JOB PURPOSE: To work with the Headteacher in providing leadership in the organisation and management of a Subject, including pupils, staff, premises and environment.

RESPONSIBLE TO: A MEMBER OF THE SENIOR LEADERSHIP MANAGEMENT TEAM

The Curriculum Leader is required to carry out the Conditions of Employment as set out in the current Teachers' Pay and Conditions Document.

MAIN DUTIES AND RESPONSIBILITIES

The details set out below describe the main duties and responsibilities relating to the post. However, a document such as this does not permit every item to be specified in detail, nor does it direct the particular amount of time to be spent in carrying them out.

1. STRATEGY

- To assist the SLT in formulating and reviewing the aims, objectives, policies and procedures in the context of the specific needs of their Department, including any relevant statutory obligations.
- To support the Headteacher in providing a clear educational vision, ethos and direction for the Department, which promotes excellent teaching and learning, including the spiritual, moral, social and cultural development of pupils.
- To assist the Headteacher with the internal organisation and management of the Department, subject to appropriate legislation, orders and regulations, the articles of government and rules, as laid down by the L.A. or the Governing Body.
- In consultation with the SLT, to ensure that the issues raised in their Departmental Action Plan are fully supportive of the School's Development Plan.
- To support the Headteacher in the pursuit of excellence across the whole life of the school.

2. LEARNING

- To assist, where appropriate, the Headteacher with the monitoring and evaluating of the standards of teaching and learning within their Department.
- To participate in the teaching of pupils and to be a model/exemplary teacher.
- To assist the Headteacher in the development and implementation of policies to secure improvements in pupil achievement.
- To report to the Governing Body as required by the Headteacher regarding their Department's development.
- To examine the purposes of teaching the subject to various ages, ability levels and pupils with diverse cultures, and the methods to achieve, i.e. to both monitor delivery of the learning programmes and to evaluate their effectiveness.
- To advise colleagues and work with them to develop differentiated teaching programmes, methods and materials, i.e. schemes of work which meet the requirement of their subject as outlined in National Curriculum Orders.
- To develop and implement a departmental scheme of assessment and reporting in line with overall school policy and the requirements of the National Curriculum.
- To provide statistical information about pupils' progress in their subjects.
- To help set targets for individual teachers and the whole department.

- To develop, with colleagues, the range of techniques needed for effective teaching: explaining, instructing, questioning, observing, assessing, diagnosing and providing feedback.
- To monitor the setting of homework, according to the whole school policy.
- To check samples of exercise books/folders at a set time in the academic year and at other times where necessary, discuss any problems with the member of staff concerned and follow up any matters arising.
- To assist the SLMT in the monitoring and evaluation of teaching and learning in their Subject.

3. LEADERSHIP OF A TEAM

To develop teams, individuals and self to enhance performance by:

- improving planning and activities;
- identifying, reviewing and improving developmental activities for individuals;
- developing within the job role.

To plan, allocate and evaluate work carried out by teams, individuals and self by:

- setting and updating work objectives (target setting) for teams and individuals;
- planning activities and determining work methods to achieve objectives;
- negotiating work allocations and evaluating teams, individuals and self against objectives;
- evaluating self against objectives, i.e. to supervise and monitor the work of colleagues, ensuring that lesson content, teaching methods, monitoring and assessing procedures are within the Departmental, the school's and National Curriculum requirements.

To create, maintain and enhance effective working relationships by:

- establishing and maintaining the trust and support of one's staff;
- establishing and maintaining the trust and support of one's immediate manager;
- establishing and maintaining relationships with colleagues;
- identifying and minimising interpersonal conflicts;
- counselling staff within one's team.

Other inter-linking tasks include:

- to keep the Department abreast of developments within the subject;
- to organise opportunities, where possible, for members of the Department to see their colleagues teach (i.e. to share good practice);
- to ensure that Departmental rooms, where applicable, and adjoining circulation areas are maintained in a clean, tidy and attractive condition;
- to ensure that work is displayed throughout the school to promote the subject;
- to support colleagues in developing the use of L.S.A.'s within the Department;
- to compile the Departmental action plans after consultation with staff involved, together with additional administrative documentation as required.

4. STAFF DEVELOPMENT

- To take part in the appointment, where appropriate, of staff to the department.
- To care for the personal and career development of all staff in the department particularly for new teachers and students.
- To encourage in-service training, both school-based and out of school courses.
- To give members of the department opportunities to develop their own skills and knowledge.
- To encourage and promote extra-curricular activities connected with their Department.
- To help the team prepare and plan for Performance Management.

5. RESOURCES

- To secure effective resource allocation by:
 - identifying resources necessary to support learning;
 - developing and maintaining resources;
 - justifying proposals for expenditure;
 - negotiating an agreed budget;
 - establishing and maintaining the supply of resources.
- To monitor and control the use of resources by:
 - controlling costs;
 - monitoring and controlling activities within the budget;
 - creating and maintaining the necessary environment for effective learning;
 - allocating equipment, books and stationary;
 - encouraging the use of ICT and other resources, including the library;
 - using external resources to enhance the learning of the pupils, including the encouragement and organisation of visits;
 - keeping an up-to-date stock book;
 - liaising with the Finance Officer regarding the ordering and checking of requisitions pertaining to their departmental needs.

6. ADDITIONAL RESPONSIBILITY

- To keep the SLT informed about their Subject needs and development.
- To ensure continuity, progression and assessment in your subject.
- To initiate both in-phase and cross-phase liaison where appropriate.

7. ACCOUNTABILITY

The Postholder is accountable to the Deputy Headteacher, the Headteacher, the Governors of the school and ultimately the Electorate.

The Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended and duties varied to meet the changing needs of the school at any time after consultation with you.