



<b>TITLE OF POST:</b>	<b>Curriculum Leader MFL</b>
<b>GRADE:</b>	<b>TLR</b>
<b>DATE OF APPOINTMENT:</b>	
<b>LINE MANAGER:</b>	<b>SLT Line Manager</b>

### **Job Description**

#### **Purpose:**

- To provide effective strategic leadership and management of the Curriculum area.

#### **Strategic Leadership**

Within the context of the wider aims and vision for the school:

1. To ensure an innovative, coordinated, effective and evolving curriculum that challenges and stimulates students of all abilities within the context of statutory and school-wide requirements
2. To have overall responsibility for ensuring effective teaching and learning and a range of support strategies across the area that maximises the performance of all students
3. To be responsible for establishing and developing a creative leadership and staffing structure across the area that ensures a primary focus on effective teaching and learning and builds leadership capacity at all levels
4. To have overall responsibility for processes of quality assurance in terms of teaching and learning across the area
5. To have overall responsibility for ensuring a reflective learning culture is established across the area and that the professional development needs of all staff are met
6. To develop and implement review and monitoring processes that will inform progress and ensure effective development planning in the annual school cycle

#### **Specific responsibilities**

1. Coordinate all aspects of the curriculum area in each Key Stage in order to secure the highest possible standards of student work and attainment
2. To lead a team of staff in the curriculum area and provide line management of agreed responsibility holders to ensure the area meets its strategic aims and objectives
3. To be responsible for the deployment of resources and the management of available funds to ensure that the strategic aims of the area can be met
4. To produce a coordinated Improvement Plan for the area as part of the annual School Improvement Plan cycle
5. Coordinate the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessment, ensuring all statutory and exam specification requirements are met, and the needs of all students are catered for

6. Maintain a high quality and safe environment in the area that celebrates achievement.
7. Develop a wide range of extra curricular activities for students and other stakeholders.
8. Work closely with parents to enhance the achievement of students
9. Establish effective links with business and the wider community to support and promote the effective delivery of the curriculum and to enhance the extra-curricular opportunities available to our school community
10. To develop and promote innovative use of ICT throughout the area's curriculum
11. To effectively lead teams of staff on delivering and developing the department curriculum events.

### **General responsibilities**

1. To ensure that all students have access to well designed, stimulating resources, undertake challenging activities and work in an interesting and cared for environment.
2. To take responsibility for the efficient and effective use of assessment, recording and reporting procedures in the curriculum area in line with school policies and ensuring that students know the level at which they are operating and the strategies they need to undertake to make progress
3. To take responsibility for specialist teaching materials, technological and curriculum development within the curriculum area in line with school policies.
4. To be responsible for the management of behaviour in the area and to assist with the management of behaviour and movement of students around the site and participate in the school's duty and student supervision rota
5. To help ensure that staff in the curriculum area keep well informed with regard to contemporary issues in the teaching and learning of the curriculum, new technologies, education in general and national policy
6. To contribute constructively to the ethos of the school and to help ensure the smooth running of the school by leading, managing or participating in relevant whole-school tasks and activities
7. Be available to undertake such responsibilities commensurate with the post and as can reasonably be directed by the Headteacher.

### **Protected Cohorts**

1. All staff are expected to prioritise provision for students in a protected cohort.
2. To establish and maintain a clear focus on the care, wellbeing and progress of all students in protected cohorts [PP, EAL, SEND, LAC, WBR].
3. Report on the success of these groups and intervene to ensure all are making expected progress.

Due to the evolving nature of the school structure all job descriptions may need to be adjusted, through consultation, to meet the needs of the school.

All job descriptions should be read in conjunction with the operating Pay and Conditions document published by the DFE.

Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Successful teaching experience</li><li>• Evidence of professional development relevant to this role</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Good knowledge of legislation and guidance on curriculum requirements</li><li>• Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff</li><li>• Excellent communication and organisational skills</li><li>• Knowledge of effective teaching and learning strategies</li><li>• A good understanding of how children learn</li><li>• Ability to adapt teaching to meet pupils' needs</li><li>• Ability to build effective working relationships with pupils</li><li>• Knowledge of guidance and requirements around safeguarding children</li><li>• Knowledge of effective behaviour management strategies</li><li>• Good IT skills, including previous use of office management software (such as 365) and the ability to use school MIS packages (Go4Schools, SIMS, etc...)</li><li>• Effective communication and interpersonal skills</li><li>• Ability to communicate a vision and inspire others</li><li>• Ability to build effective working relationships with staff and other stakeholders</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• High expectations for all pupils and belief in bringing out the best in all</li><li>• Commitment to upholding and promoting the ethos and values of the school</li><li>• Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to equality</li></ul>