

Job Description

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| Title of post | <i>Curriculum Leader of Chemistry</i> |
| Salary | <i>MPS/UPS plus TLR2A</i> |
| Hours of work | <i>0.8fte Maternity Contract</i> |
| Line manager and responsible for reviews | <i>Learning Director: Science</i> |

Purpose of the Post

The role of Curriculum Leader is crucial in developing the ethos of achievement within the curriculum area, in harmony with the aims and ethos of the faculty and the whole school. Curriculum leaders play a key role in the success and development of the school and raising student achievement.

Curriculum Leaders work closely with faculty Learning Directors to set the strategic direction of the curriculum and teaching/ learning activities to ensure the smooth operational running of the staff within their curriculum area.

Curriculum Leaders form a vital part of the middle leaders' team. Curriculum leaders need to have a good knowledge of educational issues and are expected to keep up to date, lead on, and work in conjunction with, the Learning Director on improving pedagogy and practice within their curriculum area.

NB. This job description should be read in addition to the generic responsibilities of a subject teacher.

Aims

The aims of the post of Curriculum Leader are to:

- * Promote the development of the curriculum area.
- * Ensure high quality teaching and learning within the curriculum area.
- * Foster high achievement and excellence within the curriculum area.
- * Support the professional and personal development of staff within the curriculum area.

Staff

Responsibilities in relation to staff are to:

- Monitor the effectiveness of, and have oversight for, the work of members of the curriculum area.
- Ensure opportunities are provided for the professional development of staff, ensuring that they are up-to-date with developments in the subject area in order to improve the quality of teaching and learning.
- Support the appraisal of staff.
- Be responsible for the support and supervision of staff.
- Supervise the work of Newly Qualified Teachers and Recently Qualified Teachers within the Curriculum Area, in co-operation with Senior Leadership Team member(s).
- Establish clear procedures for consultation with staff in the Curriculum Area, in line with the consultative procedures of the faculty and school.

Students

Responsibilities in relation to students are to:

- Have oversight of the learning of all students within the curriculum area working with the Learning Director as appropriate.

- Ensure that staff within the curriculum area create an ethos in which students feel safe and learn effectively.
- Ensure that rewards policies are applied in line with Faculty and whole school policy, so that students are praised and rewarded for good work.
- Ensure that proper assessment procedures are set up in line with faculty and whole school policy and monitor the quality of those assessment procedures, school reports and other such communications across the curriculum area.
- Ensure that structures are developed to deal with underachievement, poor engagement and attendance where this affects learning, in line with Faculty and whole school procedures.
- Make contact with parents as appropriate in line with Faculty or whole school procedures.
- Liaise and guide staff as appropriate to ensure the needs of students are met.
- Oversee the allocation of staff to teaching groups and liaise with the Senior Leadership Team and Learning Director to ensure the effective delivery of the Curriculum within whole school constraints.
- Liaise with the Exams Officer to ensure all aspects of internal and external exams are managed effectively.
- Provide opportunities within the curriculum area for the development of student responsibility.
- Ensure the provision of extended learning opportunities within the curriculum area, ensuring that any subject visits are organised in line with faculty and school policy.

Curriculum

Responsibilities in relation to the Curriculum are to:

- Ensure that suitable schemes of learning are planned, prepared and reviewed and take account of internal and external developments and requirements as well as school policies and aims so that the Curriculum is effectively delivered to all students.
- Initiate Curriculum discussion and ensure that there is constant review of teaching approaches and subject content, in line with exam specification and other external requirements, so that students can progress within school and when they leave.
- Oversee the use of assessment to ensure student needs are understood and met.
- Oversee the analysis and dissemination of relevant student data.

Resources

Responsibilities in relation to resources are to:

- Support the Learning Director in the efficient and effective use of resources.
- Ensure all subject staff in the curriculum area have access to the equipment and resources needed for effective learning.
- Be aware of and ensure compliance within the curriculum area of any subject specific health and safety requirements.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.