

Harrow way Community School Job Description

Assistant Curriculum Leader

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

This job description is based upon the job description for Curriculum Leaders, which has been attached for reference.

In accordance with the agreements established through the consultation process in creating our staffing structure, it is not necessary to produce a specific set of duties for the Assistant Curriculum Leader role, in order that they might work professionally and creatively with the Curriculum Leader.

The Curriculum Leader has responsibility for a range of leadership and management tasks as detailed in the attached description. The job descriptions for both Curriculum and Assistant Curriculum Leaders should be read in conjunction with the National Standards for Subject Leaders. While Curriculum and Assistant Curriculum Leaders should have regard for the contents of the National Standards, they should use their professional judgement in order to fulfil their core purpose.

Core Purpose

The core purpose of Curriculum Leaders is focussed on teaching and learning. The Curriculum Leader, supported by the Assistant Curriculum Leader, 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 and Assistant Curriculum Leaders play a key role in raising standards of academic achievement and in enabling students' personal and social development.

Transition Learning

The individual responsibilities of Assistant Curriculum Leaders, in keeping with the Teaching and Learning section of the School Improvement Plan, in relation to Transition Learning are as follows:

1. At all times working under the direction and leadership of the Transition Learning Manager (Head of Year 7)
2. Communication with primary schools as appropriate in order to become familiar with existing curriculum provision at KS2.
3. Advising the Transition Learning Manager of elements of the KS3 curriculum relevant to the transition in order for the school to promote a 'seamless join' aiming towards progress and progression being unimpeded.

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4. Contributing to the KS3 Scheme of Work in order to make effective provision for students at and beyond the point of transition.
5. Liaising with the Transition Learning Manager and advising all department staff of Year 7 curriculum needs with regard to the least and the most able.
6. Working with KS2 colleagues and pupils as appropriate, both in a primary and a secondary setting.

Curriculum Leader

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

Staff

- To 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 NQTs (in association with appropriate Assistant Head)
- Monitoring and evaluating the quality of teaching within the faculty
- Continuing professional development of staff within the team (in association with Assistant Head)
- Involvement in the School's Performance Management Process in relation to staff in the team
- Supervision of technical and clerical assistants
- 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
- Ensuring appropriate work is set during staff absence and supervise the work of 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 Site 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

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 Year Leaders 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 the Associate Senior Leader – Personalised Learning)
- Supporting students designated as more able in line with the school's 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, 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 member of SLT, communicating with subject advisors
- In association with the responsible member of staff, communication with Primary Schools
- In association with Year Leaders, communication with parents
- In association with appropriate member of SLT, communication with Institutions of Further and Higher Education
- In association with relevant middle leaders, ensure that, where appropriate, cross-curricular numeracy opportunities are delivered in a timely and accurate manner

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 Heads, 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 department within the policies and philosophy of the whole school