



## **Job Description: Curriculum Leader**

**Pay:** MPS/UPS plus TLR2a

**Responsible to:** The Headteacher

In addition to the responsibilities of class teacher as set out in the appropriate job description and the School Teachers' Pay and Conditions document, the Curriculum Leader will also undertake the following duties and responsibilities:

**Responsible for:** Curriculum (Foundation Subjects and Science)

### **Core purpose of the Curriculum Leader:**

To provide professional leadership and management of Foundation Subjects and Science in order to secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all pupils including those with SEND.

This is to be read in conjunction with the job description for a teacher at Sacred Heart RC Primary School.

### **Key Responsibilities and Objectives of the Curriculum Leader:**

- To be a dynamic member of the staff team, taking an active role in the management of the school with high regard for the values and vision of the organisation.
- To set high expectations and promote the highest possible quality of provision in Foundation Subjects and Science throughout the whole school, including EYFS.
- To ensure the statutory requirements of the National Curriculum are met for Foundation Subjects and Science.
- To be responsible for the planning, implementation and regular review of policy documentation for Foundation Subjects and Science.
- To objectively and systematically identify teaching and learning priorities in conjunction with the Headteacher and the rest of the Leadership Team.
- To lead and empower the team to work together to ensure the effective teaching and learning of Foundation Subjects and Science throughout the school.
- To raise standards of attainment in Foundation Subjects and Science.
- To ensure close and secure liaison between the school, parents and other appropriate agencies in order to facilitate effective learning within the Foundation Subjects and Science curricula.

Sacred Heart Roman Catholic Primary School

'Where Every Heart is Sacred'

- To establish and maintain communication with the link Governor for Foundation Subjects and Science, keeping them fully aware of all developments.
- To work collaboratively with other middle and senior leaders as appropriate, including attending meetings to contribute to school self-evaluation and to review and develop curriculum, teaching and assessment.
- To ensure effective communication between Senior Leadership and staff.

**The responsibilities and duties of this post include a significant responsibility that is not required of all classroom teachers and:**

- is focused on teaching and learning
- requires the exercise of a teacher's professional skills and judgement
- requires the teacher to lead, manage and develop Foundation Subjects and Science
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils
- involves leading, developing and enhancing the teaching practice of other staff
- requires the collection and analysis of data
- requires experience and knowledge of the use of formative and summative assessment to raise standards throughout the school

An annual development plan that lists the key impact and outcomes sought for the coming year will be required to be agreed with and submitted to the Headteacher. This plan must include clear outcomes that are derived from the School Development Plan or impact on the content of the following year's School Development Plan.

**Additional Responsibilities and Objectives of the Curriculum Leader**

**Leading and Managing a Team:**

- To create a climate which enables all team members to feel valued, included and to develop and maintain confidence in teaching.
- To help staff to achieve constructive working relationships with pupils, parents and colleagues.

- To establish clear expectations for staff providing mutual support, devolving responsibilities, delegating tasks as appropriate, evaluating practice and developing an acceptance of accountability.
- To ensure staff, including Early Career Teachers are appropriately trained, monitored and supported with assessment procedures and strategies.

### **Impact on Pupils' Educational Progress within the Curriculum:**

- To monitor pupils' work (e.g. exercise books) to check for appropriateness of content, progression, continuity across and between years, consistency of marking, achievement and standards of presentation.
- To carry out collection and analysis of data.
- To complete target setting for pupils and analyse the progress made towards meeting targets set in the subject.
- To use information from monitoring to identify the strengths and areas to develop within Foundation Subjects and Science.
- To encourage pupils' motivation and enthusiasm, and develop positive responses to challenge.
- To maintain a focus on clear and high expectations for pupils and teachers.
- To maintain and monitor levels of good behaviour within the school and ensure the school behaviour policy is adhered to consistently within the team.
- To act as a role model of excellent classroom practice for other colleagues, modelling effective strategies and disseminating examples of effective practice within the curriculum.
- To lead the development of planning of Foundation Subjects and Science within the team.
- To monitor and evaluate the standard of teaching of colleagues and provide sensitive, constructive and developmental feedback on a regular basis.
- To ensure that teachers are aware of the needs of inclusion of all pupils and groups and make provision for this in their planning of Foundation Subjects and Science.
- To identify and promote innovative and effective teaching strategies in Foundation Subjects and Science in order to meet the needs of all pupils.
- To ensure teachers are competent to teach effectively via monitoring and observation of lesson plans.
- To observe colleagues teaching and provide evaluative feedback on the effectiveness of their teaching strategies to bring about further improvement within the Foundation Subjects and Science curricula.
- To ensure that this feedback impacts on future planning of Foundation Subjects and Science.

Sacred Heart Roman Catholic Primary School

'Where Every Heart is Sacred'

- To monitor and evaluate formative and summative assessments as appropriate and general pupils progress, advising the Headteacher and Leadership Team on action required to raise standards and evaluating impact of such actions on the children's learning.

**Accountability for Leading, Managing and Developing the Subject:**

- To be proactive and timely in providing the Headteacher with relevant performance data and information about pupil progress through the collection and analysis of data.
- To evaluate and report on the effectiveness of practice annually, suggesting areas and issues for further improvement.
- To co-ordinate strategies in order to fulfill the improvement priorities that have been identified.
- To lead professional development for Foundation Subjects and Science through example, and support and co-ordinate the provision of high-quality professional development for all staff.
- To use financial, resource and staff management innovatively and effectively to maximise the effectiveness of teaching and learning.
- To monitor resources, identify future requirements and ensure best value when purchasing.
- To keep abreast of new thinking and practice by attending relevant courses and by appropriate reading and research.
- To arrange and promote activities across the curriculum ensuring that Safeguarding, Health and Safety and Risk Assessments are undertaken as appropriate (e.g. educational trips).

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

All staff are required to undertake any additional duties commensurate with the grade of their post.

All staff are required to implement agreed school policies, practices and guidelines.

**Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The successful candidates will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks. The successful candidates will be required to sign the Catholic Education Service contract of employment in order to maintain and promote the Catholic character of the school.**