



# Curriculum Leader Job description

## Job Title: Curriculum Leader

### Job Purpose

The Curriculum Leader is expected to undertake all the professional duties of a teacher, under the terms and conditions specified in the current School Teachers' Pay and Conditions Document, and under the reasonable direction of the Headteacher. In addition, the Curriculum Leader will be expected to assist the Headteacher and Senior Leadership Team in the management and development of the school through the duties and responsibilities detailed below.

In fulfilment of all responsibilities and duties, the Curriculum Leader should show a commitment to the ethos, aims and policies of the whole school, and strive to maintain these through personal conduct and effective relationships with colleagues, pupils and families.

### Duties:

#### The Curriculum Leader will:

- inspire, drive and provide purposeful leadership of the whole Porchester Curriculum;
- work as part of the Leadership Team to develop and maintain the ethos of the whole school;
- work in partnership with the Flying High Trust to ensure the Porchester curriculum remains research driven and outward facing;
- undertake a teaching commitment as directed by the Headteacher;
- be an appraisal team leader;
- raise standards across the curriculum;
- design effective action plans for curriculum subjects based on monitoring findings and data analysis;
- support and empower subject leaders to drive developments in their subjects;
- assist the Senior Leadership Team in developing, implementing and monitoring the School Improvement Plan;
- lead School Improvement initiatives;
- support the Senior Leadership Team in maintaining good order in the classroom and around the school with due regard to the school's policy on behaviour and control of bullying;
- assist in the positive implementation of the equal opportunities policy within the school;
- safeguard the health and safety of self and others in accordance with the school's Health and Safety Policy;
- ensure there is consistent application of the school's policies and procedures;
- manage the Curriculum budget and empower subject leaders to manage their subject budget;
- liaise with the CPD leader to ensure development opportunities are sharply focused on the needs of the curriculum;
- be involved in the organisation, planning and delivery of assemblies as and when necessary.

### Staff Management

- carry out the role of leadership of Curriculum Leader;
- ensure that resources in school are maintained at a level and in a way to deliver the curriculum effectively;
- lead by example in the development of teamwork, mutual support and collaboration of colleagues and motivation of staff;
- role model the school's leadership behaviours and trust behaviours;
- liaise with outside support and advisory staff;
- Lead, train and empower subject leaders to lead their curriculum subjects;

### **Wider Professional Effectiveness**

- lead a significant area of responsibility across the school;
- take responsibility for own professional development and use the outcomes to improve teaching and learning;
- participate in the school's teacher appraisal programme;
- make an active contribution to the policies and aspirations of the school;
- lead by example in matters such as classroom order, discipline, relationships, presentation and assisting other staff in demonstrating aspiration;
- initiate new ideas and encourage the development of curriculum content, organisation and the use of IT;
- undertake child protection training if required.

### **Professional Characteristics**

Demonstrate that you are an effective professional who challenges and supports all pupils to do their best through:

- inspiring trust and confidence;
- building team commitment;
- engaging and motivating pupils;
- demonstrating the school values;
- analytical thinking, taking positive action to improve the quality of pupils' learning;
- Being the PRIDE of Porchester – now and always!

### **Job context**

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.