



The Adeyfield Academy

Job Description

Curriculum Lead of Media Studies, Computer Science & Business Studies MPS/UPS

with additional TLR to be agreed depending on experience

Line Manager: SLT Link

1. Job Purpose

To carry out the professional duties and statutory conditions of a school teacher, as specified in the current Teachers' Pay and Conditions document, including the delivery of high quality teaching and learning to students. This post can include any reasonable directions from the Headteacher or those delegated to the C/L.

2. Key responsibilities

The duties listed below represent the core expectations of the role but are not an exhaustive list.

Strategic Leadership & Curriculum Design

- Design, maintain, and oversee an ambitious, sequenced, and knowledge-rich curriculum across Media, Computer Science, and Business Studies.
- Develop detailed Schemes of Work that ensure logical progression across all relevant key stages for all three disciplines.
- Act as a subject-matter expert across the faculty, staying current with national developments in pedagogy, specification changes, and educational research.
- Ensure balanced strategic oversight across all three distinct subject areas (Media, Computer Science, and Business Studies), maintaining the unique academic rigor and identity of each discipline.
- Identify and cross-curricular opportunities where appropriate (e.g., digital literacy, e-commerce, or media marketing) to enrich student learning across the faculty.

Quality of Education (Teaching & Learning)

- Lead the implementation of evidence-based teaching strategies (e.g., retrieval practice, cognitive load theory) to ensure high-quality classroom delivery.
- Conduct regular quality assurance including lesson observations, work scrutinies, and learning walks, providing constructive feedback to staff.
- Ensure the curriculum is adapted and accessible for students with SEND, EAL, and those from disadvantaged backgrounds (Pupil Premium).
- Integrate disciplinary literacy and numeracy strategies across the department to support student access to the wider curriculum.

Assessment & Student Progress

- Design rigorous formative and summative assessment schedules that accurately track student mastery of the curriculum.
- Lead termly data conversations, using internal and external data to identify underperforming cohorts and individuals.

- Plan and oversee targeted intervention programmes to bridge gaps in learning and ensure all students meet or exceed their targets.
- Oversee all entries, moderation, and internal verification processes for all required qualifications across the faculty.
- Manage and oversee a diverse portfolio of qualifications, including GCSEs, A-Levels, and vocational pathways, ensuring strict adherence to the differing regulations of multiple examination boards.

Staff Leadership & Management

- Provide regular professional support, supervision, and appraisals for departmental and support staff (including TAs).
- Lead departmental meetings and facilitate CPD sessions focusing on enhancing subject knowledge and instructional techniques.
- Manage the departmental budget effectively, advising on appropriate resources and ensuring equipment is well-maintained.
- Assist in the recruitment of new staff and lead the induction and mentoring of Early Career Teachers (ECTs) and trainees.
- Lead and unite a multi-disciplinary team of subject specialists, fostering collaboration while supporting the unique professional development and subject-knowledge needs of staff in each distinct area
- Strategically deploy departmental staff to maximise subject expertise across timetabled lessons

Culture & Ethos

- Promote a love for Media, Computer Science, and Business Studies through extracurricular clubs, trips, guest speakers, and enrichment opportunities.
- Maintain a positive learning environment, ensuring the school's behavior policy and safeguarding/health and safety procedures are applied consistently.
- Act as the primary point of contact for parents, governors, and external agencies regarding faculty matters.

3. 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. All teachers make a valuable contribution to the school's development and, therefore, to the progress of all students. Those holding a lead responsibility for a curriculum area across the whole school will be fully supported in that role by their line manager

4. Review of duties

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

5. Knowledge, Experience and Competencies

- Demonstrate understanding of the Media, Computer Science, and Business curriculums.
- Proven understanding of successful strategies and techniques to improve student outcomes.
- Ability to make a distinctive contribution to the success of the faculty and lead the team effectively.

6. Qualifications

Specific qualifications required for a teacher.

7. Physical Effort

The job may involve moving resources when necessary. Therefore the post holder must be able to complete this.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the Principal to undertake work of a similar level that is not specified in their job description. This job description is subject to regular review.

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