

Trust Lead for Excellence in Curriculum (Fixed-Term Secondment)

Role Title

Trust Lead for Excellence in Curriculum

Contract Type

Fixed-term secondment 0.5FTE Until 31st August 2027

Reports to

Executive Director of School Improvement

Responsible for

Leading team of **Lead Professionals (Curriculum)**

Purpose of the Role

The Trust Lead for Curriculum Excellence will provide strategic and practical leadership to strengthen the quality of teaching and curriculum across St Clare's schools. The role has two central priorities:

1. **Initial Focus:** Embedding and improving the consistency, quality, and impact of the Trust's *Writing Fundamentals Programme* across all settings.
2. **Wider purpose:** Developing, supporting, and enhancing high-quality subject leadership in primary schools, ensuring this aligns with the Trust's *Characteristics of Excellence in Curriculum*.

This fixed-term role is designed to accelerate the Trust's work on writing, secure excellent classroom practice, and build expertise and subject leadership capacity across the primary phase.

Key Responsibilities

1. Embedding the Writing Fundamentals Programme

- Lead the Trust-wide implementation and refinement of the Writing Fundamentals Programme to ensuring cohesive implementation across settings.

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- Monitor the impact of the programme through school visits, lesson observations, book reviews, curriculum reviews, and data analysis.
 - Identify variation across schools and implement targeted support plans where needed.
 - With the team of Lead professionals, curate and develop Trust-level resources, exemplification materials, and training modules to support sustained improvement.
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2. Developing Curriculum Leadership across Trust Schools

Support and develop primary subject leaders to articulate, design, and implement high-quality curriculum intent, sequencing, and assessment. Support secondary leaders to build on the primary writing curriculum.

- Facilitate Trust networks and professional communities for subject leaders, enabling collaboration, resource sharing, and leadership development.
 - Provide guidance to senior leaders and subject leads on evaluating curriculum effectiveness using the Trust's Characteristics of Excellence, with particular reference to the way in which we respond to the revised National Curriculum
 - Work with schools to develop robust subject leadership structures, especially in small or mixed-role primary settings.
 - Identify subject-specific strengths and weaknesses, creating targeted development priorities across the Trust.
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3. Lead a team of Lead Professionals

- Lead, coach, and quality assure a team of Lead Professionals (Curriculum).
- Coordinate the deployment of Lead Professionals to ensure all schools receive place based support.
- Facilitate collaborative planning, moderation and professional dialogue across the team.

4. Embedding the Trust's Characteristics of Excellence

- Ensure that all of the development work above draws directly on St Clare CMAT's Characteristics of Excellence in Teaching and in Curriculum.
- Model and promote pedagogical approaches aligned with the Characteristics, ensuring they remain at the heart of the Trust's school improvement framework.

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- Support school and Trust leaders in using the Characteristics as a tool for self-evaluation, coaching, and quality assurance.
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5. Quality Assurance and Impact Evaluation

- Conduct regular monitoring across schools to evaluate curriculum quality, teaching effectiveness, and the impact of the Writing Fundamentals Programme.
 - Provide clear, constructive feedback and reports to school leaders and the Trust Executive.
 - Use evidence and data to shape strategic decisions and next steps.
 - Contribute to Trust-level reviews, Ofsted readiness, and internal quality assurance processes.
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6. Professional Development and Capacity Building

- Lead or commission high-quality professional development for teachers, subject leaders, and senior leaders.
 - Provide coaching, mentoring, and instructional guidance where schools require targeted support.
 - Build sustainable capacity so improvements last beyond the fixed-term period.
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6. Collaboration and Trust-Wide Leadership

- Work closely with Headteachers, curriculum leaders, and the Trust Central Team to ensure coherence and alignment across all schools.
 - Share effective practice and contribute to the development of Trust-wide systems, resources, and frameworks.
 - Represent the Trust at relevant networks, partnerships, or external events where appropriate.
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Reporting Lines

Reports to: **Director of School Improvement**

Liaises closely with: **Headteachers, English Leads, Subject Leaders, Teaching & Learning Leads, Trust Executive Team**

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Expected Impact of the Role

By the end of the fixed-term period, the Trust expects:

- The Writing Fundamentals Programme to be embedded with consistency and fidelity across all primary schools.
 - Secondary Leaders are well prepared to build on the approach to writing in the primary phase.
 - Demonstrable improvement in the quality of writing teaching and pupil outcomes.
 - Strengthened, confident subject leadership across the primary phase
 - Trust schools routinely using the Characteristics of Excellence as the foundation for evaluating and improving teaching and curriculum, evident particularly in the way leaders are equipped to respond to implement the new National Curriculum across the Trust.
 - Sustainable structures, resources, and leadership capacity in place for continued improvement.
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Person Specification

Knowledge & Expertise

- In depth knowledge and understanding of curriculum design and implementation, in particular relating to the Trust Curriculum Characteristics of Excellence; sequencing, endpoints, essential ideas, creativity, adaptation, and inclusion.
- In depth knowledge and understanding of the statutory primary curriculum
- Good awareness of the ways in which the primary curriculum is currently delivered across Trust schools
- Detailed knowledge and understanding of the writing fundamentals curriculum
- Good awareness of the way in which secondary schools currently support the development writing in KS3

Skills

- High-level interpersonal skills: setting a vision, coaching, modelling, giving feedback and holding others to account
- Ability to build trust with colleagues and lead change both directly and through the work of others
- Strong organisational skills for managing a team and implementing change.

Experience

- Experience of senior leadership, with a track record of designing and implementing highly effective curricula
- Experience leading and developing teams