

BURE PARK SPECIALIST ACADEMY

JOB DESCRIPTION

POST TITLE:	Curriculum Enhancement Lead
RESPONSIBLE TO:	Headteacher
RESPONSIBLE FOR:	Curriculum Enhancement across the curriculum
GRADE:	G18-G22 £30,559-£32,654 per annum pro rata Actual Salary - £28,307-£30,247 per annum
POSTHOLDER:	TBC

RESPONSIBILITIES:

1. Taking responsibility for the agreed learning activities during curriculum enhancement across the school.
2. To attend regular meetings with the Headteacher / SLT.
3. To be conversant with, and work towards fulfilling the aims and objectives of CE as laid out in the curriculum enhancement intent.

“The curriculum enhancement programme provides opportunities beyond the national curriculum for pupils to build on their cultural capital and explore the world around them. Pupils learn to develop dependable relationships with their peers and adults in formal and informal settings. These skills are then transferred into the classroom and allow for pupils to further their readiness for learning by creating and enhancing cohesive class groups. These experiences help pupils to understand social expectations in a range of settings that equip them for life beyond the school. Staff plan weekly activities and trips that focus on the needs of the pupils, as established through Thrive assessments in primary, and the use of the Personal Development Framework in secondary.

At key points in the academic curriculum, teachers help to ‘bring learning to life’ through visits to museums, sites of historical / geographical importance, local and regional areas of curriculum interest and welcoming visitors into school.

Pupils are also able to experience success away from the formal classroom setting through annual week-long year group camps and project weeks, where opportunities to experience new sporting challenges, hobbies and interests and explore other parts of our county and country. These experiences help to

develop skills that will prepare them for adult life and enable them to become happy and self-fulfilling adults.

4. To liaise with staff of all disciplines to ensure the smooth running of the CE programme.
5. The lead will hold responsibility for the general organisation of equipment being used for CE, camps and project weeks.

SPECIFIC RESPONSIBILITIES:

1. To organise the CE programme and to be responsible for this.
2. To be responsible for documentation around CE including annual development plans.
3. To take responsibility for organising and managing appropriate learning environments and responses.
4. To be responsible for the record keeping to show progress of those pupils on CE and to use the school's MIS system to record this.
5. To plan, organise and liaise with SLT on staffing of CE days, Year group camps and project weeks.
6. To update the school prospectus, website and handbook with information around CE, Year camps and project weeks.
7. To familiarise and offer suggestions for pupils' Care and Risk Management plans in relation to out of class / school activities.

GENERAL RESPONSIBILITIES:

1. To maintain clear, effective and implement communication between education and care staff, and the senior management team.
2. To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.
3. To be conversant with, and work towards, fulfilling the Academy's aims and objectives as laid out in that policy document.

4. To take part in the Norfolk Steps initial training and in addition to participate in advanced Norfolk Steps training as directed by the Headteacher.

WORKING TIME:

37 hours per week, Term Time Plus 4 weeks

Monday - Thursday 8:30 - 4:30, Friday - 8:30 - 4

Term time plus hours - 1 week = 4 x training days 1 x disaggregated

Remaining 3 weeks to be spread throughout the year in negotiation with Deputy Head

REVIEW:

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

ACCEPTANCE

I acknowledge receipt of this job description of which this is a copy

Signature:.....

Date:.....