

Post Title	Curriculum Leader – Science
JD Ref No	TE006
Responsible To	Headteacher
Allowance	TLR1A
Grade	MPS/UPS

Purpose	<p>The role of the Curriculum Leader is crucial in developing the ethos of achievement within the Curriculum Area, in harmony with the aims and ethos of the whole school. Curriculum Leaders are key to the success and development of the school, and the raising of student achievement.</p> <p>Curriculum Leaders must ensure that targets for improvement in the Curriculum Area are set and met, through positive approaches to curriculum development, the planning and preparation of schemes of work, the monitoring of learning and teaching across the Curriculum Area and the support and development of staff.</p> <p>Curriculum Leaders form a vital part of the middle leadership team. Curriculum Leaders need to have a good knowledge of educational issues and are expected to keep up to date with, lead on and work in conjunction with Senior Leaders on improving pedagogy and practice where it is relevant to the Curriculum Area</p>
Key Responsibilities	<p>In addition to the duties required of all teachers under The School Teachers Pay and Conditions the Curriculum Leader will play a major role in school under the overall direction of Senior Leaders:</p> <ul style="list-style-type: none"> • Standards of Student Performance – To be accountable for the teaching of your subject/s to all year groups ensuring delivery meets the academic and social needs of students. • Standards of Teaching and Learning – To be accountable for the planning and delivery of accredited courses under your jurisdiction and monitor/evaluate student performance data in relation to the subject area • Standards of planning and Learning – To be accountable for the production of long, medium and weekly planning together with the production of an annual curriculum area plan • Leadership – To provide professional leadership for colleagues delivering aspects of the subject and to provide subject information, planning and monitoring information to designated curriculum leaders. • Leadership – To administer your departmental budget in line with school agreed priorities.

Teaching	<ul style="list-style-type: none"> • To be an outstanding classroom practitioner • Ensure high standards of teaching • To oversee the delivery of planned, co-ordinated, high quality teaching
Shaping the Future	<ul style="list-style-type: none"> • Establish and implement an ambitious vision and ethos for the future of the curriculum area • Play a role in the school improvement and school self-evaluation planning process • Be involved in the devising, implementing and monitoring of action plans and other policy developments • Lead by example to motivate and work with others • In partnership with other members of the Middle Leader team, lead by example when implementing and managing change initiatives • Promote a culture of inclusion within the school community where all views are valued and taken in to account
School Improvement	<ul style="list-style-type: none"> • Formulating the aims and objectives of the curriculum area through the curriculum area plan • Establishing the procedures through which they are to be achieved. • Managing staff and resources to that end; and • Monitoring progress towards their achievement • Determine, implement and monitor systems for monitoring and improving students' attainment and progress. • To contribute to the development and implementation of the school's behaviour management system
Leadership	<p>Within the Curriculum Area:</p> <ul style="list-style-type: none"> • Be accountable for attainment • Be responsible for monitoring the effectiveness of staff • To take responsibility for continuing professional development of self and other members of the curriculum area (where appropriate) • To take part in the school's Appraisal process • To drive and enable collaborative working across 'subject' boundaries so that learners use knowledge/skills and understanding in different contexts; linking learning

Communication

- To lead and chair curriculum team meetings as required
- To attend and be an active contributor to curriculum area, middle leader, whole school and other appropriate meetings as required
- To attend and be an active contributor to curriculum area and whole school events
- To attend parents and open evenings
- To maintain regular and effective positive communication with parent/carers and stakeholders

Professional Duties

The duties required of all teachers under Pay and Conditions of Service Legislation are a necessary part of this description. This description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder.

The professional duties of a teacher are listed in the School Teachers' Pay and Conditions Document under the following headings:-

Teaching

- planning and preparing courses and lessons
- setting and marking of work
- assessment, recording and reporting

Other activities

- promoting the progress and wellbeing of individuals and classes
- providing guidance on educational and social matters
- making records and reports on the personal and social needs of students
- communicating and consulting with parents of students
- communicating with persons or bodies outside the school
- participating in meetings arranged for any of the purposes above

Assessments and reports

- providing or contributing to oral and written assessments, reports and references for students

Performance management

- participating in statutory arrangements for appraisal

Review, further training and development

- reviewing from time to time methods of teaching and programmes of work
- participating in arrangements for training and professional development

Educational methods

- advising and co-operating on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements

Discipline, health and safety

- maintaining good order and discipline among students and safeguarding their health and safety

Staff meetings

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

Cover

- teaching any students whose teacher is not available to teach them

Public examinations

- participating in all arrangements for public examinations

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> The successful candidate should be qualified to degree level in Science The successful candidate should have a relevant teaching qualification (PGCE, Cert Ed, BEd). 	<ul style="list-style-type: none"> Post-graduate qualification (MA etc.)
Experience/Skills	<ul style="list-style-type: none"> The ability to teach Science to the full age and ability range is required. (KS3 – KS5) Previous middle management experience in education A thorough knowledge of and enthusiasm for the subject of Science is required. A commitment to the provision of quality and equality of opportunity in the teaching of Science is required. Excellent written and oral communication skills in a variety of contexts (students, parents, colleagues etc) are sought. To be able to work collaboratively and effectively in a close-knit team. Commitment to continuous review and curriculum development is sought. Be able to demonstrate the skills to inspire, lead and manage a team Committed to the safeguarding and wellbeing of all students 	<ul style="list-style-type: none"> An understanding of the changing school environment and national issues will be an advantage. Experience of or a willingness to make a significant contribution to extra-curricular activities is highly desirable

ADDITIONAL INFORMATION	<p>It is the practice of the Trust periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.</p> <p>All external appointments are subject to the Trust's Standard Probationary period</p>
SAFEGUARDING	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>The teacher must ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>

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