

Curriculum Leader of Science Secondary Phase



WOOTTON PARK

'Ipsum quod faciendum est diutius'

Wootton Park School

Wootton Hall Park, Northampton, NN4 0HZ

GRADE:

Main Scale / Upper Pay Scale +
TLR1a

EMPLOYED BY:

Wootton Park Academy Trust

LINE MANAGER:

Assistant Principal

LEADERSHIP

- ✓ To lead and work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of learners and to the aims, objectives and strategic plans of the School.
- ✓ To reflect this vision in all aspects of the department's work and to evaluate the department accordingly.
- ✓ To prepare agreed departmental vision (aims), this will be published in the departmental handbook.
- ✓ To lead the development of appropriate syllabuses, resources, schemes of learning, policies, assessment and teaching & learning strategies in the department.
- ✓ To prepare and publish agreed departmental policies.
- ✓ To lead and manage to ensure effective day-to-day management, control and operation of curriculum provision with the department, including effective deployment of staff and resources.
- ✓ To lead others in and actively monitor and follow up learner progress.
- ✓ To meet with members of the department individually and develop a coaching community.
- ✓ To lead and develop the link with other Leaders to ensure that the work in the curriculum area fully reflects the School's unique ethos and mission.
- ✓ To ensure that the Safeguarding and Health & Safety policies and practices, including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary.

TEACHING AND LEARNING

- ✓ To explore and discuss teaching pedagogy and learning styles with the department and learners on a regular basis.
- ✓ To support the management of learners' learning by:
 - Following the Schools procedures for quality assurance of teaching and learning
 - Monitoring learners' work and attitudes to work
 - Monitoring learners' progress
 - Supporting colleagues to resolve obstacles to learning
 - Encouraging effective communication with teachers
- ✓ To analyse and evaluate learner performance in public examinations and internal assessment.
- ✓ To agree on the use and contribution of prior attainment data to the target setting process.
- ✓ To ensure appropriate target setting takes place for all teaching groups and individual learners within those teaching groups.
- ✓ To organise and monitor the department's contribution to whole school monitoring and reporting of learner progress (written reports, academic tutoring days).
- ✓ To contribute to the school's quality assurance process and procedures for lesson observations and sharing best practice.

CURRICULUM

- ✓ To liaise with the relevant member of SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan.
- ✓ To inform the department of new educational developments (national and/or whole school) and to lead the implementation of required changes to the curriculum.
- ✓ To determine and agree the content and organisation of all key stages of learning. To determine and agree the range of formal qualifications which the department offers and the choice of syllabus.
- ✓ To determine teaching structures (setting / mixed ability) which will support teaching and learning and to organise teaching groups and deploy staff appropriately.
- ✓ To develop, implement and review regularly schemes of learning which reflect National Curriculum, exam syllabus and department requirements. Schemes of learning should contain information on:
 - Learning structure (content and context)

- Learning approach (teaching and learning methodology)
- Resources (classroom resources; research opportunities; enrichment opportunities)
- Measuring progress

✓ To create a constructive and safe learning environment by supporting departmental accommodation and teaching resources with a carefully planned budget.

✓ Ordering of teaching resources.

✓ Managing photocopying and departmental budget.

✓ Accommodation priorities.

STAFF DEVELOPMENT

✓ To support in establishing a clear team structure with defined roles and job profiles for all members of the department.

✓ To help lead and oversee the induction of new staff within the department.

✓ As line manager, to agree professional targets with members of the department in regular CPD meetings.

✓ To oversee the Performance Management process in the department and, as team leader, to hold regular coaching meetings.

✓ To provide training opportunities for staff to develop their skills in accordance with agreed targets.

✓ To provide appropriate opportunities for staff to develop their careers by delegating responsibilities appropriately.

PASTORAL RESPONSIBILITIES

✓ To teach the pastoral curriculum and to follow conscientiously personal, social and health education syllabuses and schemes of work;

✓ Act as coach and guide to individual learners in the tutor group, both in relation to personal development and specific phases of educational development and transition.

ADMINISTRARTION

✓ To carry out efficiently the various necessary administrative functions of the Form Tutor including school requirements in relation to the proper and accurate keeping of registers.

EXTRA CURRICULAR

✓ To be involved in some aspect of extra-curricular activity.

SAFEGUARDING

✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the school that support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training

✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

HEALTH AND SAFETY

✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's and Wootton Park School's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

TRUST VALUES

✓ To uphold Trust values of Kindness, Respect, Positivity, Teamwork and Responsibility.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Trust (in consultation with the post holder) to reflect the changing work composition of the business.