

Moor End Technology College
Assistant Curriculum Leader TLR2
Curriculum Area: Science

Job Description

The Job description should be read alongside the range of professional duties of Teachers as set out in Part XII of the School Teachers' Pay and Condition Document. (a copy of which can be found in the staff handbook).

1. Strategic Direction and School Development

- a. Responsible as a TLR payment holder for promoting and developing a culture of uncompromising mutual respect between teachers and pupils
- b. To promote high expectations and facilitate the highest standards of achievement.
- c. To raise pupil achievement in the curriculum area by monitoring pupil progress and learning in liaison with the Senior Leadership Team
- d. To contribute towards the aims and objectives of the specialist status of the school.

2. Key Tasks

- a) To support the Senior Leadership Team in the management of the whole school curriculum by establishing with the curriculum area, appropriate Curriculum area policies, which are in line with whole school policies.
- b) To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the curriculum area
- c) To assist in the management of the business planning function of the curriculum area and to ensure that the planning activities of the area reflect the needs of the students and the aims and objectives of the school.
- d) To liaise with and support the Curriculum leader to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the school's strategic objectives
- e) To support and lead on curriculum development within the area
- f) To deputise for the Curriculum Leader in their absence
- g) To work with the curriculum Leader to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- h) To monitor the work of the Curriculum area to ensure that all Curriculum area members are consistently applying the policies and procedures of the Curriculum area.
- i) To lead the curriculum area in developments related to local and national requirements.

- j) To be the team leader for the Performance Management of teachers designated by the Headteacher.
- k) To assist the curriculum leader with the Ensuring Quality programme as appropriate and seek / implement modification and improvement where required within the curriculum area.
- m) To ensure that ICT is used and promoted effectively within the curriculum area.
- n) To ensure the curriculum area participates in the school's ITT programme
- o) To support and mentor newly qualified teachers as appropriate.
- p) To ensure effective communication as appropriate with the parents of students
- q) To contribute to the curriculum area plans for liaison with feeder primary schools, partner schools, examination boards and FE / HE institutions
- r) To cooperate with other curriculum areas to ensure a sharing and effective usage of resources to the benefit of the school and the students
- s) To track and monitor the progress of pupils at Key Stage 3 and ensure appropriate intervention programmes are put in place for pupils. To liase with the Key Stage 3 Coordinator on such matters.

2. Additional / Specific responsibilities agreed with Curriculum Leader

Headteacher authorisation and agreement

3. Accountability

- a) To the Curriculum Leader, Senior Leadership Team and Governing Body for effective fulfilment of the roles and responsibilities outlined above.

- b) To provide information, objective advice and support to the SLT and the Governing Body on Curriculum area matters to enable them to meet responsibilities for securing effective teaching and learning, high standards of achievement, efficiency and good 'value for money' and to enable them to present coherent and accurate accounts of the school's performance to a range of audiences including the LEA, OFSTED, the local community and others.
- c) For assisting the SLT in creating and developing an organisation in which all staff within the Curriculum area recognise that they are accountable for the success of the school.
- d) For assisting the SLT in ensuring that all parents are well informed about curriculum attainment and progress and are able to understand realistic and challenging targets for improvement and to make a full informed contribution to achieving them.

Footnotes

- (i) The above details are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to her/him by the Headteacher or her representative.
- (ii) This job description may be reviewed at any time via consultation between the governing body and/or the SLT and the post-holder as may be necessary and appropriate to the needs of the school. It will be reviewed annually as a matter of course. Trade union representation will be welcomed in any such consultations.

Signed _____(Postholder)

Date _____

Signed _____(Headteacher)

Date _____