



## Curriculum Leader Job Description

General duties
Take responsibility for the overall provision of the specific curriculum at the school.
Lead and take responsibility for developing a curriculum that provides pupils with a range of opportunities and the skills they need to prepare for later life.
Be accountable for the strategic leadership and management across the curriculum area, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies.
Manage staff within the curriculum area, providing appropriate support, challenge, advice and information, as necessary.
Implement the school's schemes of learning.
Comply with school policies and procedures, in particular those relating to the wellbeing and safeguarding of children.
Curriculum development
Take responsibility for developing a curriculum that offers flexibility through a broad range of subjects at all key stages.
Create a clear curriculum plan that outlines the aims of the curriculum and its links to the SDP and the school's overall curriculum intent.
Maintain a thorough and up-to-date knowledge of the national curriculum and ensure any developments are reflected in the school's policies.
Work with the SLT to embed the school's curriculum intent and implementation methods securely and consistently across the school.
Ensure work given to pupils matches the aims of the curriculum and is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment.
Plan curriculum content that successfully builds on the knowledge and skills taught at each key stage.
Ensure the curriculum contains content that has been identified as the most useful and that this content is taught in a logical progression, systematically and explicitly enough for all pupils to acquire the intended knowledge and skills.
Work with staff to promote the use of a broad range of appropriate teaching and learning strategies.

Construct a curriculum that is ambitious and designed to provide all pupils with the knowledge and cultural capital they need to succeed in later life.
Ensure the curriculum offers academic/vocational/technical ambition for all pupils, and is not narrowed for disadvantaged pupils or those with SEND.
Adapt the curriculum, where necessary, to ensure it meets the needs of all pupils and develops their knowledge, skills and abilities, including pupils with SEND.
Ensure the school's local context is reflected in the curriculum.
Report to the SLT on the impact of the curriculum plan and identify areas for improvement.
<b>Leadership and management</b>
Attend leadership meetings as required and report back to subject staff where necessary.
Lead and manage all staff members working in the curriculum area.
Act as a point of liaison between the SLT and subject teachers.
Work with subject teachers to develop appropriate, effective and purposeful schemes of work, learning resources, curriculum policies and classroom practices.
Take account of staff workload when planning the curriculum, schemes of work, marking and feedback and communication policies.
Implement assessment practices that helps pupils embed knowledge and assist staff in producing clear next steps, without creating additional workload for staff.
Ensure the collection of attainment or progress data in the curriculum area is proportionate, represents an efficient use of school resources, and is sustainable for staff.
Provide staff with the knowledge and resources they need to assess and teach the curriculum effectively.
Effectively contribute to leadership discussions and decisions.
Adopt a positive attitude that motivates and inspires other members of staff, enabling them to carry out their duties to the highest standards.
Plan, organise and lead regular meetings with staff.
Inform subject leaders of any developments in the curriculum and monitor changes as they are implemented.
Lead communications with parents and the wider community in relation to the curriculum.
Monitor the effectiveness of the department's work in the curriculum area.
Identify staff training needs, provide support and organise training to improve the quality of teaching and learning.
Organise relevant CPD to help staff members progress.
Set targets and monitor, evaluate and review progress towards staff achievement, and report this to the SLT.
Contribute towards recruitment and interviewing processes, where necessary.

Take responsibility for the induction of new subject staff and act as a mentor to provide support and guidance where necessary.
Undertake self-evaluation and review as appropriate, including an annual review of the curriculum area.
Plan and prepare a staff handbook for the curriculum area or contribute to the whole-school staff handbook as appropriate, advising on procedures, policies and practices.
Ensure subject teachers support and uphold the school's aims and policies at all times.
<b>Operational</b>
Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum, in accordance with the aims of the school and its policies.
In conjunction with subject teachers, monitor and evaluate standards of attainment through collecting, analysing and reporting on performance data.
Work with subject teachers to develop aims, objectives and strategic plans for the effective delivery of the curriculum.
Ensure all members of the department are familiar with the curriculum aims and objectives within the SDP and DDP.
Be responsible for health and safety practices in the curriculum area.
<b>Management of resources</b>
Work with the School Business Manager (SBM) to plan and allocate the curriculum budget to ensure value for money.
Monitor and review all resources used in the curriculum area in terms of quality, quantity and use, to improve the experience and outcomes of pupils, ensure efficiency and secure value for money.
Ensure the department's teaching commitments have been effectively and efficiently timetabled and resourced.
Provide all staff with the equipment and resources they need to help pupils learn effectively and ensure resources are used and returned properly.
<b>Teaching and learning</b>
Carry out class teaching duties as agreed.
Demonstrate by example and set high expectations which inspire, motivate and challenge pupils.
Implement and deliver an appropriately broad, relevant and differentiated curriculum that builds on pupils' prior knowledge.
Deliver lessons appropriate to pupils' different abilities and educational needs, ensuring they are all able to progress to their potential.
Monitor and support the overall progress and development of the pupils within the class/classes in line with the curriculum requirements.
Provide and contribute to oral and written assessments and reports and references relating to individual or groups of pupils.
Mark and monitor pupils' class and homework regularly, providing constructive oral and written feedback.

Develop assessment practices that are effective and support the teaching of the curriculum.
Use assessment of pupils' progress to inform future teaching.
Ensure good knowledge of the subject being taught.
Create an environment that focusses on pupils.
Ensure lesson subject matter is presented clearly, encouraging appropriate discussion about what is being taught.
Ensure pupils' understanding of the curriculum is checked systematically, misconceptions are identified accurately and provide feedback is clear and direct.
Prepare informative and constructive and written reports for parents which identify how each pupil is performing, and how they can improve within the classroom.
Select resources that reflect the school's ambitious intentions for the subject, that support the intent of the planned curriculum, and provide pupils with knowledge and skills for the future.
Ensure the work given to pupils is demanding and matches the aims of the curriculum.
Prioritise reading to allow pupils to access the full curriculum offer and assess reading attainment at all stages to address gaps as soon as they emerge.
Ensure your own speaking, listening, writing and reading of English supports pupils in developing their own language and vocabulary well.
Through effective teaching, ensure pupils are challenged and that the best use is made of teaching time to promote good levels of behaviour.
Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of departmental resources.
Share and support the school's duty to provide and monitor opportunities for personal and academic growth.
<b>Additional duties</b>
Promote the work of the curriculum area, e.g. through parents' evenings and assemblies.
Work closely with subject staff and support staff to promote inclusion, a positive ethos and personalised learning for pupils.
Attend all scheduled meetings for the curriculum area.
Adhere to the processes outlined in the school's Behaviour for Learning Policy, ensuring that any challenging behaviour is dealt with appropriately.
Maintain high expectations of pupil behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focussed teaching.
Undertake additional duties as expected by the headteacher to ensure the effective running of the curriculum area.