

<b>Job Description</b>	
<b>Curriculum Lead of Subject</b>	Mathematics
<b>Salary</b>	– MPS/UPS + TLR 1.2 (£12,033) <i>(Conditions of service as defined in the current School Teachers' Pay and Conditions Document)</i>
	<p>The Curriculum Lead of Subject, responsible to their line manager, will be responsible for student outcomes and achievement in the subject area they are leading. The post holder will also share in the responsibility for leadership of the school as a member of the Middle Leadership Team.</p> <p>The Curriculum Lead of Subject will be a successful and experienced teacher in his/her subject specialism, who is able to enthuse, motivate and inspire children, generating a love for learning. The successful candidate will have relevant experience of leadership and will have a commitment to high standards and hard work to secure high quality outcomes for all students.</p>
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as defined in the school teachers pay and conditions of service and national professional standards.</li> <li>• Leadership of the subject area and team.</li> <li>• Organisation and delivery of the subject area(s).</li> <li>• Secure high standards of student attainment and progress within the subject area(s) and monitor and support student progress.</li> <li>• Be accountable for standards of teaching, learning, student progress and attainment within the subject area(s).</li> <li>• Work collaboratively with other Middle and Senior Leaders to raise standards and secure improvement for the school.</li> </ul>
<b>Main Activities</b>	<p><b>1. Leadership of the Subject Area and Team</b></p> <ul style="list-style-type: none"> <li>• Be responsible for the day-to-day management of staff and students within the subject area and act as a positive professional role model.</li> <li>• Lead by example as a teacher and as a manager achieving high standards of student attainment and progress, behaviour and motivation through effective teaching</li> <li>• Ensure the subject team implement and follow school policy and procedure and that staff within the subject area are both supported and held to account for implementing school policy and securing high standards in their classrooms.</li> <li>• Secure common standards of practice within the subject area to enable a high standard professional and consistent approach within the team</li> </ul>

- Work with colleagues within the subject area to formulate aims, objectives and strategic plans for the subject which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school
- Ensure the effective operation of quality assurance systems that monitor and evaluate the subject area in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required as a result of quality assurance and evaluative activities.
- Establish the process of the setting of targets within the subject area and to work towards their achievement.
- Organising and chairing department meetings
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the relevant staff to secure appropriate cover within the subject.
- Liaise with parents/carers to offer information/guidance to ensure that students gain maximum benefit from their learning opportunities.

## **2. Organisation and Delivery of the Subject Area(s)**

- Ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which meets the needs of all students and secures good outcomes for all students
- Develop, in liaison with the pastoral and attendance teams, an inclusive approach ensuring equality of opportunity for all students to access the curriculum
- Ensure there is effective provision within the subject area for individuals and groups of students with specific needs. These groups include: PP, SEN, EAL and High Prior Attaining students
- Keep up to date with national developments in the subject area and teaching practice and methodology.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- Effectively deploy support staff working in classrooms and the subject area as a whole.
- Monitor all subject resources to ensure that they are maintained in a safe and useable state.
- Ensure that colleagues within the subject team take care of teaching rooms, corridor areas, stock rooms etc. including furniture and maintain them to high standards.

### 3. Student Attainment and Progress

- Ensure that high levels of students' performance, attainment and progress are encouraged, facilitated and secured at all times
- Ensure that all aspects of assessment and reporting are carried out according to school policy so that that they enhance teaching, learning and student outcomes
- Analyse student progress and attainment data and use the data to quality assure subject standards and practices and inform future lesson and curriculum planning and delivery.
- Lead the subject team to identify, through assessment and analysis, individual and groups of students requiring additional support to meet their targets and realise their full potential
- Lead the subject team to implement class/subject strategies to support individual and groups of students who are underperforming and, in turn, improve their performance.
- Monitor the impact of support strategies and adapt as necessary to ensure these programs secure better outcomes for underperforming students.

### 4. Standards of Teaching and learning

- Support all areas of staff development both within the subject area and the school as a whole, including that of trainee teachers and ECTs.
- Maintain detailed records of such support and to make such records available to members of the Senior Leadership Team if requested.
- Actively engage in the appraisal process of nominated staff.
- Ensure, through regular monitoring, that all lessons and all books of pupils are of a high standard and that appropriate action is taken should this be necessary in the case of unsatisfactory work in books and/or unsatisfactory lessons be observed
- Ensure that high expectations and high standards of behaviour are secured in classrooms and the subject area as a whole to support effective teaching and learning

<p><b>General School Middle Leadership Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Ensure that the subject capitation allowance is managed in an efficient and effective manner and that there is no overspend during the financial year and that all financial procedures are consistent with the School's Scheme of Financial Delegation.</li> <li>• Play a full part in the life of the school, to support its distinctive Catholic mission and ethos and to encourage and ensure staff and students to follow this example</li> <li>• Update the Headteacher, other senior managers and the Governing Body on the effectiveness of the provision in your subject area</li> <li>• Support the development and maintenance of whole school policies and practices to ensure consistent application of whole school policy and procedure</li> <li>• Ensure additional support is provided to pupils preparing for external examinations where this is required</li> <li>• Have a teaching commitment in line with the level of responsibility</li> <li>• Serve as form tutor for nominated classes</li> <li>• Sustain effective, positive relationships with all staff, students, parents/carers, governors and the local community</li> <li>• Maintain clear expectations and high standards of professionalism</li> <li>• Attend school events and activities as directed by the Headteacher</li> </ul>
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**The duties of this post may vary from time to time without changing the general character of the post of level of responsibility entailed**

<b>Person Specification</b>		
<b>Curriculum Lead of Subject</b>	<b>Essential</b>	<b>Desirable</b>
<i>Qualifications, Educational, Training</i>	Degree and teaching qualification. Recent relevant in-service training.	Post-graduate qualification. Professional qualification e.g. "NPQLT".
<i>Relevant Experience</i>	Successful teaching experience including the teaching of subject to GCSE level Contribution to the work of the subject area including involvement in course planning, development and evaluation.	Experience of responsibility within the subject or other relevant area. Evidence of a contribution to wider educational issues (especially in relation to Maths). Experience in developing whole-school policies and strategies.
<i>Knowledge, skills, abilities</i>	Excellent classroom practitioner. Very good oral and written communication skills. Ability to exercise control in the classroom and encourage good behaviour. Ability to generate enthusiasm for the subject and for learning in general. Ability to work as part of a team. Ability to plan, organise, review and adapt. Excellent ICT skills. Ability to lead INSET.	Knowledge of SIMS and SISRA or similar.
<i>Leadership</i>	Ability to use their initiative and make decisions. Ability to know how and where to lead a team. Ability to motivate, support and inspire trust in others in order to get the very best of out of people. Ability to confront and resolve problems (including having difficult conversations with different stakeholders). Ability to innovate and manage change.	
<i>Safeguarding</i>	A commitment to safeguarding and promoting the welfare of children and young people.	Up-to-date portable DBS certificate.