

# Job Description

## Post: Curriculum Aspect Leader

**Responsible to:** Head of Faculty

**Responsible for:** An agreed aspect of curriculum provision to be decided with The Head of Department. The post holder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

**Salary:** TLR 2A

**Location:** The Wilnecote School, Tinkers Green Road, Tamworth, Staffordshire, B77 5LF

### Main purpose of the job

- Understand the moral purpose of all Ensuring Excellence documents.
- To model our vision and values and support the Subject Leader in ensuring their consistent delivery across the subject.
- Support the Subject Leader in ensuring maximum progress of all groups of students within their area of responsibility.
- Support the Subject Leader in the sharing of best practice across the subject, to achieve consistency, and ensure good teaching in all areas.
- To contribute to and learn from the wider teams across the school.

### Reporting

- Ensure Link Subject Leader is fully briefed about student progress and staff issues within their area of responsibility.

### Leading

- Other staff within their area of responsibility.

### Core Responsibilities:

- To work with the relevant Subject Leader to ensure the day to day implementation of the vision in all Ensuring Excellence areas.
- To support the Subject Leader to develop a strategic plan for delivering all Ensuring Excellence areas in the subject area.
- To effectively contribute to team meetings so they facilitate the dissemination of good practice across the subject, reduce variability in Teaching & Learning and ensure improvement of outcomes for all students.

### Contribute to leading the subject in the following key areas:

1. To help raise expectations, aspirations and student achievement & progress by:
  - Ensuring maximum progress of all groups of students within the subject, paying particular attention to the following key groups:
    - Key marginal student in each subject (Boundary Leapers)
    - Vulnerable students (SEN, Inclusion, LAC, Summer Born Students)
    - Disadvantaged
    - Disadvantaged Most Able

- Ensuring they have an accurate overview and understanding of progress data in their subject area.
- Creating a shared understanding of how the PiXL & Doodle Assessment processes are to be implemented, so that use of PLCs, Smiths Proforma and Diagnosis Therapy Testing become embedded in everyday practice.
- Monitoring the delivery of interventions, ensuring a relentless focus on impact on student outcomes.
- Monitoring the accuracy of Skills for Learning data, Current Working Grades (CWG) in KS4 and 'Making Progress' in KS3 across the subject. Take part in CPD on this as required, in order to develop a shared and consistent understanding.

**2. To help secure and sustain improvements in teaching & learning by:**

- Developing appropriate schemes of work that:
  - Actively plan for the excellent progress of all key groups (SEN, LAC, disadvantaged, most able) and include opportunities for SMSC, British Values & work related learning as appropriate.
  - Identify opportunities for the innovative delivery of the subject matter using DR ICE strategies.
  - Respond to national curriculum reforms.
- Undertaking performance management review(s), acting as a reviewer for staff in their subject areas encouraging challenging target setting and close monitoring.
- Identifying & sharing good practice in T&L across the subject.
- Monitoring T&L across the subject to identify whether intervention needs are being addressed effectively.
- Working with the Subject Leader and other staff in the subject to ensure they adopt a common approach.
- Contribute to the development of staff within their subject.

**3. To help secure and sustain improvements in behaviour & relationships by:**

- Actively promoting a 'culture of vigilance', look out for safeguarding issues and act on these promptly and appropriately.
- Supporting the implementation of the consequences system with their subject.
- Modelling excellent 'emotionally intelligent' staff / student relationships.

**Supporting the Subject Leader in:**

**Monitoring the effectiveness of staff in the following key areas:**

- Student progress, teaching & Learning and behaviour & relationships.
- Ensuring that the moral purpose is known and understood by all the team, leads by example and ensures that the school has students at the heart of its decision making.
- Creating a culture of positive support and encouragement by finding opportunities to celebrate the work of the staff in their subject in open and closed fora.
- Refusing to allow action without measures of impact and engenders this in their area of responsibility.

- Acting as mentor, modelling best practice and being a critical friend to other staff in their subject.

#### To work as part of the department team:

- Meeting regularly to discuss and develop strategic plans for the department.
- Ensuring effective communication with Subject Leader and staff in their department.
- Work with the Subject Leader to evaluate processes and procedures.

#### Other Responsibilities:

##### To work with the Subject Leader to:

- Ensure effective communication and collaboration between staff, parents and students in their area of responsibility.
- To implement, adhere to and ensure compliance with school policies commensurate with the responsibilities of the role.
- Attend Open Evening and other events, to engage parents and other visitors to the school.
- Liaise with the Subject Leader to ensure the effective deployment of teaching and support staff, learning resources, accommodation and financial resources within the subject.
- Implement and operate the school's Health & Safety policy in the subject area.
- Recruitment and selection of new staff.
- Develop innovative transition activities and ensuring the continuity of progression from KS2 to KS3.

#### Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

#### Safeguarding children and young people

Community Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks. It is expected that ALL staff have read and understand the document '**Keeping children safe in education**'.

#### English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

#### Other

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.



**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	