

Job Description



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| Post Title: | ASSISTANT CURRICULUM TEAM LEADER (ACTL) |
| Purpose: | <p>To carry out the duties detailed in the job description of a teacher</p> <ul style="list-style-type: none"> To support the Curriculum Team Leader To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Curriculum Area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school To act as a Curriculum Leader and be responsible for leading and developing a delegated aspect of the Area To develop and enhance the teaching practice of others To monitor and support the overall progress and development of students as a manager within the Curriculum Area and as a Form Tutor |
| Reporting to: | Curriculum Team Leader |
| Responsible for: | The provision of a full learning experience and support for students |
| Liaising with: | Head/Deputies, SENCO, relevant non teaching support staff, LEA representatives external agencies and parents |
| Working Time: | 195 days per year. Full time |
| Salary/Grade: | |
| Disclosure level | Enhanced |
| MAIN (CORE) DUTIES | |
| Operational/ Strategic Planning | <ul style="list-style-type: none"> The day-to-day management, control and operation of an area of provision within the Curriculum Area (for example, KS5) To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the Curriculum Area, within that designated area of provision To assist in monitoring and following up student progress To assist in the implementation of school policies and procedures To work with colleagues to formulate aims and objectives for the Area which have coherence and relevance to the needs of students and to the aims and objectives of the school To assist in the management of the business planning function of the 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 To support the relevant manager in the application of ICT in the Curriculum Area To liaise with the school's Health and Safety Manager to ensure that Health and Safety policies and practices, including risk assessments throughout the Area are in line with national requirements and are updated where necessary |
| Curriculum Provision: | <ul style="list-style-type: none"> To liaise with the Curriculum Team Leader to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives |
| Curriculum Development: | <ul style="list-style-type: none"> To support curriculum development with particular emphasis on the relevant area of responsibility To keep up to date with national developments in the Curriculum Area and teaching practice and methodology |

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| Post Title: | ASSISTANT CURRICULUM TEAM LEADER (ACTL) |
| | <ul style="list-style-type: none"> To actively monitor and respond to curriculum development and initiatives at national, regional and local levels To liaise with the Curriculum Team Leader to maintain accreditation with the relevant examination and validating bodies |
| Staffing Staff Development: Recruitment/ Deployment of Staff | <ul style="list-style-type: none"> To work with the Curriculum Team Leader and Assistant Headteacher (CPD) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs To contribute to Performance Management Review and to act as reviewer for a group of staff within the designated Area To promote teamwork and to motivate staff to ensure effective working relations To ensure the effective efficient deployment of classroom support To participate in the school's ITT programme To act as a positive role model to other staff in the Area, setting an excellent example in punctuality, energy and effectiveness as a teacher |
| Quality Assurance: | <ul style="list-style-type: none"> To ensure the effective operation of quality control systems To assist in the process of the setting of targets within the Area and to work towards their achievement To help to establish common standards of practice and to develop the effectiveness of teaching and learning styles in all relevant subjects within the Area To contribute to the school procedures for lesson observation To implement school quality procedures and to ensure adherence to those within the Area To participate in the monitoring and evaluation of the Curriculum Area in line with agreed school procedures including evaluation against quality standards and performance criteria To seek/implement modification and improvement where required within the Curriculum Area |
| Management Information: | <ul style="list-style-type: none"> To ensure the maintenance of accurate and up-to-date information concerning the Curriculum Area on the central management information system (Assessment Manager) To assist in the use of analysis and evaluation of performance data To help to produce reports within the quality assurance cycle To assist in the production of reports on examination performance, including the use of value-added data To assist in the identification of exam entries within the Area |
| Communications: | <ul style="list-style-type: none"> To help to ensure that all members of the Curriculum Area are familiar with its aims and objectives To ensure effective communication, as appropriate, with the parents of students To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies |
| Marketing and Liaison: | <ul style="list-style-type: none"> To contribute to the school liaison and marketing activities, eg, the collection of material for press releases To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community To actively promote the development of effective subject links with external agencies |

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| Post Title: | ASSISTANT CURRICULUM TEAM LEADER (ACTL) |
| Management of Resources: | <ul style="list-style-type: none"> To assist the Curriculum Team Leader to identify resource needs and to contribute to the efficient /effective use of physical resources To co-operate with other Curriculum Areas to ensure a sharing and effective usage of resources to the benefit of the school and the students |
| Guidance System: | <ul style="list-style-type: none"> To monitor and support the overall progress and development of students within the Curriculum Area To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description To contribute to PSHCE, citizenship and enterprise according to the school policy To assist in the implementation of the Rewards and Discipline For Learning policy in the area so that effective learning can take place |
| Teaching: | <ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher |
| Additional Duties: | <ul style="list-style-type: none"> To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example |
| OTHER SPECIFIC DUTIES: | |
| <ul style="list-style-type: none"> To support the school in meeting its legal requirements for worship To promote actively the school's corporate policies To continue personal development as agreed To actively engage in the staff review and development process To undertake any other duty as specified by STPCB not mentioned in the above | |
| <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified</p> | |
| <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p> | |
| <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers</p> | |
| <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition</p> | |
| <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title</p> | |

Signed.....
Mr D Hermitt
Head

Signed.....
Employee

Date.....

Date.....