

Ursuline College



Job Description

Curriculum Leader for Technology

Responsible to: Academy Principal and Senior Vice Principal

Main Purpose of Job:

To provide effective leadership and management and thereby build and maintain an effective team which continually enhances the quality of teaching, learning and achievement for all students

To be an effective leader in the promotion of the Catholic ethos within the department and within the wider school community

Ursuline College All Staff Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

LEADERSHIP

1. To inspire Department members by personal example and hard work
2. To effectively manage human resources at the Department's disposal, including teaching, non-teaching and support staff
3. To create a vision, sense of purpose and pride in the Department
4. To co-ordinate the production and maintenance of the Department handbook, and to implement, monitor and evaluate all its policies and documentation
5. To be responsible for continuously improving the quality of teaching and learning in the Department in each subject
6. To be responsible for maintaining discipline in the Department including supporting staff during lessons when appropriate
7. To play a major role as a middle leader in developing all aspects of the College including its policies and implementation
8. To develop and maintain effective methods of communication with the Academy Principal, SLT, other staff, students, parents, link governors, appropriate external agencies and the wider community (eg businesses and other agencies that may support the work of the Department)
9. To identify and applaud areas of success for individual teachers within the Department

10. To help create an effective team by promoting collective approaches to problem solving and curricular/Departmental development, eg consult when writing the development plan, and produce resources as a team
11. To chair and produce the agenda for effective Department meetings
12. To ensure minutes are made and kept secure, and that others are informed as appropriate
13. To implement Departmental assessment policies
14. To set challenging academic targets for all students, making effective use of all data available, and to lead the Department to monitor and evaluate the achievement of all students against their targets, in order to gain the highest outcomes possible
15. To provide a portfolio of exemplar work moderated against grade descriptors for departmental use
16. To lead the Department in ensuring that all students are clear about what they need to do in order to attain their target grade as a minimum
17. To support and encourage staff who are enthusiastic to promote extra-curricular activities
18. To ensure that all members of the Department follow the directives from SLT for the entry of all relevant and requested data directly onto the school data system
19. To ensure that all staff are setting homework according to the published timetable and that work is regularly marked
20. To maintain a safe and tidy environment within the Department area
21. To ensure that Departmental staff adhere to a professional dress code when in school

CURRICULAR/DEPARTMENTAL DEVELOPMENT

1. To contribute towards continuity and progression within the whole school Curriculum
2. To oversee the writing of the Department development plan (contributing to the School Improvement Plan) its implementation and monitoring
3. To develop comprehensive schemes of work which include a range of teaching and learning styles and differentiation. The scheme should provide a rich experience for all students and provide a variety of assessment methods at key points to enable accurate judgements on student progress. Members of the department should be able to plan lessons effectively from the SOW and follow the week by week directives
4. To develop departmental strategies for the students' spiritual, moral, social and cultural development, including citizenship
5. To monitor and evaluate the teaching in the department and take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team
6. To develop departmental strategies and procedures (using national and school guidelines) for the teaching and learning of pupils with special educational needs

STOCK/RESOURCES/BUDGET

1. To manage the department stock, teaching resources and finances efficiently, and to obtain the best value for money
2. To keep a regular check on the efficiency and efficacy of the budget
3. To keep control of all departmental ordering
4. To maintain an inventory of all stock items and to oversee an annual stock audit
5. To carry out stock disposal in accordance with department and school practice
6. To store resources in such a way as to enable quick and easy access by all departmental staff and students where appropriate

LIAISON/COMMUNICATION

1. To meet regularly and work with the SLT link for CPD and to develop effective departmental management
2. To oversee and monitor the accuracy of exam entries and dates and to work effectively with the exam officer
3. To act as the initial person for others to contact regarding all issues relating to the subject
4. To ensure that national strategies and school policies are delivered
5. To inform staff about new developments and ideas related to the subject and department
6. To co-operate with the Health and Safety management and inspection process of the school
7. To work closely with the SLT to ensure that high academic standards are constantly pursued and that students are placed within the correct bands and sets
8. To liaise with the SLT over issues of changes in Exam Boards in advance of the change being made
9. To liaise with pastoral staff to ensure children's wellbeing and that all barriers to progress are removed
10. To ensure that relevant departmental information appears in the weekly bulletin and newsletters eg trips, clubs, visitors, competitions
11. To make use as appropriate of the electronic notice boards for students

PROFESSIONAL DEVELOPMENT

1. To provide or organise in-service training for the department staff (teaching and non-teaching) as appropriate
2. To have the day-to-day responsibility for the monitoring, support and assessment of trainee (ITT) newly qualified teachers (NQTs) and those on teacher training programmes if relevant to your department
3. To identify development opportunities for staff within the Department and through external agencies or courses
4. To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all Departmental staff
5. To use the Performance Management to assist in enhancing the professional development aspirations of colleagues, e. discussion of targets prior to personally keep up to date with developments and new ideas related to each subject.

The Curriculum Leader also has the following duties in addition to those of a classroom teacher:

1. Consult, produce and regularly review the department's handbook which should state the agreed procedures, practices and aspirations of each department
2. To co-ordinate work in each department
3. The handbook should be actively used by staff. It should focus on:
 - Aims and Objective for individual subjects
 - Assessment, Recording and Reporting
 - Student inclusion (SEN, Gifted and Talented, Pupils with English as an additional language, Gender, Differentiation, etc.)
 - Learning Styles, the use of agreed approaches to learning
 - The use of IT
 - Health and Safety in school and for all trip
4. To maintain the school's successful record of academic visits which will:
 - Enhance students' understanding of individual subject areas and their relevance to academia and the real world
 - Allow essential coursework to be conducted
 - Offer professional development opportunities for staff to enhance their teaching with real-life contexts
5. To forge mutually beneficial links with local and national and International Organisations
6. To make relevant regular contributions to the school website and newsletter
7. To enhance the spiritual life of the school through contribution to whole school events such as whole school Mass, inter-school events such as festivals and competitions, exchanges and school trips
8. To deepen the understanding of all students of the need to be aware of the environment in which we live and to care for it
9. To liaise with the Academy Principal and School Business Manager on the purchase of new hardware/equipment for the department in order to support the delivery of the curriculum
10. To engage successfully in the Performance Management process
11. To undertake any reasonable request by the Academy Principal

This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation of the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College's policies and procedures.