

Post	Curriculum Leader English/Maths/Science/Vocational/Primary Department
Salary	M1-U3 + 1 SEN + TLR 2B
Contract Type	Permanent & Full Time
Responsible to	Curriculum Deputy Head
Responsible for	All staff in the Subject Department
Location	Heights Lane

Summary of main duties and responsibilities

- To write and implement a curriculum area SEF & SIP
- To plan the subject curriculum intent for all pathways and learners
- To lead and line manage the members of the Department
- To undertake Quality Assurance checks within the Department and provide staff with relevant support, CPD and guidance to effectively implement the curriculum intent
- To be responsible for the accurate assessment and data for all pupils within the Department
- To plan and coordinate any supply / cover work as required within the Department
- Entry of pupils for accredited qualifications in the Department
- To be accountable for progress and outcomes within the Department and produce reports as required
- To be responsible for the effective and efficient management of the Department budget

General professional responsibilities

- To carry out the duties of a school teacher as set out in the STPCD and meet Teacher Standards
- To apply the school’s policies at all time including but not limited to Safeguarding and Behaviour
- To undertake duties as required
- To be aware of and comply with all aspects of the school’s staff code of conduct
- To attend meetings and other professional activities as directed
- Engage positively in CPD
- To be a Form Tutor
- To undertake any other duties reasonably directed by the Headteacher

Teaching

- To teach classes as timetabled in line with the PRS T&L policy
- To assess, mark and feedback in line with the PRS T&L policy
- To ensure learning is a high quality experience for all pupils and that work is planned to meet their individual needs and abilities
- To manage behaviour in line with the PRS Behaviour policy
- To effectively implement the relevant curriculum intent
- To communicate with parents as required, verbally and in writing about the progress and behaviour of their children