



<b>Job Title:</b>	<b>Head of Curriculum Area</b>
<b>Responsible to:</b>	<b>Relevant Leadership Group Line Manager and Headteacher</b>
<b>Location:</b>	<b>Biddulph High School</b>

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are in no order of priority and are not exhaustive. The job description or the duties therein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

### **Job Purpose**

To provide professional leadership and management of the curriculum area in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.

### **Objectives**

1. To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
2. To be accountable for student progress and development within the whole curriculum area.
3. To develop and enhance the teaching practice of others.
4. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the whole curriculum area, in accordance with the aims of the school and the Curricular Policies determined by the Board of Trustees and Headteacher.
5. To make a valuable contribution to the management of the whole school.

### **Key Tasks**

- Development of appropriate syllabuses, resources, Schemes of Work, marking policies, assessment.
- To actively monitor and support student progress.
- To work with colleagues to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To manage and ensure effective resource management/planning for the curriculum area. To ensure that the planning activities of the curriculum area reflect the needs of students within and the aims and objectives of the school.
- To ensure that Health & Safety policies and practices, including risk assessments, throughout the curriculum area are in line with national requirements and are updated where necessary, therefore liaising with the school's Business Manager.

### **Main Responsibilities as Head of Curriculum Area**

- To liaise with the Leadership Group Line Manager to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Self Evaluation.
- To be accountable for the development and delivery of curriculum area subjects.
- To lead curriculum development for the whole area.
- To keep up-to-date with national developments in the curriculum area subjects and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Leadership Group Line Manager to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of Key Skills in curriculum area subjects.
- To ensure that the development of curriculum area subjects is in line with national developments.
- To implement curriculum area self-review and contribute to self-evaluation and planning.

- Motivate and engage students through the development of systems that promote pupil voice.
- To establish challenging targets within the curriculum area and to lead the team towards their achievement.

### **Management and Assessment**

- To ensure that any information concerning the curriculum area is accurate and up-to-date on the school management information system.
- To make use of analysis and evaluate performance data.
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress and the action taken.
- To produce reports within the quality assurance cycle for the curriculum area.
- To produce reports on examination performance, including the use of value added data.
- In conjunction with the relevant Senior Manager, to manage the curriculum area collection of data.
- To provide the Board of Trustees with relevant information relating to the Curriculum Area's performance.
- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases, contribute to school newsletters.
- To lead 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.
- To actively promote the developments of effective subject links with external agencies.
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the curriculum area Budget, acting as a Cost Centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.

### **General Duties**

- To monitor and support the overall progress and personal development of students within the curriculum area.
- 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 contribute to PSHE, Citizenship and Enterprise Education according to school policy.
- To ensure that the Behaviour Management Systems are implemented in the Faculty/Department so that effective learning can take place.
- Setting, monitoring and ensuring high standards of behaviour in line with school policy.
- To adhere to the policies and procedures of Biddulph High School.
- To carry out 'the duties of a schoolteacher' as set out in the Schoolteachers' Pay and Conditions Document & Teacher Standards.
- To share in the corporate responsibility for the development and well-being of all students.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected within the Academy community based on mutual respect between students and staff.
- To take a pro-active part in the Academy's performance management system, both as a reviewer and reviewee, with the ultimate aim of improving standards of teaching and learning in the Academy.
- To take reasonable care of one's own health and safety and that of others.

### **Ethos**

Promoting the ethos of the Academy, as expressed in the mission and vision statements, is a shared responsibility to which all staff make a significant contribution.

### **Notes**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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.