Job Description – Curriculum Area Leader of Technology

Post Title: Curriculum Area Leader of Technology

Salary Scale: TLR 2.3 – £6,698

Terms and Conditions: All the post holder's responsibilities are subject to the general duties and responsibilities contained in the current Teachers' Pay and Conditions document and its successors

Responsible to:

The Deputy Headteacher

Purpose of the Post:

At Ribblesdale we believe that every child has the right to experience the highest possible quality of educational experience and the highest possible levels of academic and personal success.

The school believes that in order to provide the very best education for young people, their learning has to be facilitated by highly professional teachers who are committed to continuing improvement in their pedagogy and all aspects of their professional development. Further to this, we believe in the professional obligation of all teachers to support the development of others and the improvement of the whole organisation.

All teachers will:

- Meet or surpass The National Teacher Standards (or Post Threshold Standards if applicable)
- Inspire pupils to achieve their very best
- Ensure all teaching is rated 'good' or better
- Ensure all pupils make outstanding progress and achieve challenging targets
- Fully implement all school policies and procedures.

ROLES AND RESPONSIBILITIES

1. **Ethos**
- To create an exciting learning environment
- To be inclusive to all pupils
- To create relationships based on mutual respect
- To be an effective part of the team
- To manage own professional development.

2. **Curriculum and Planning**
- To work with others to plan highly effective lessons, Schemes of Work and Curriculum Maps
- To review their own lessons and effectiveness of own planning
- To contribute to development of Curriculum and Home Learning (including Moodle)
- To plan with Teaching Assistants to meet the needs of individual pupils.

3. **Teaching and Learning**
- To fully implement all school policies and procedures
- To make effective use of resources, including ICT
- To take part in buddying with skill exchanges, observations, coaching and mentoring

- To manage the coaching of a Form Group as part of a Year Achievement Team
- To ensure all pupils can engage and achieve in lessons.

4. **Standards and Achievement**
- To ensure pupils make outstanding progress
- To implement all actions following reviews of pupil progress.

5. **Assessment**
- To fully implement the school policy and procedures to a high standard
- To plan for assessment for learning in every lesson
- To ensure levelling is accurate.

6. **Liaison**
- To work closely with all support colleagues
- To work collaboratively with staff in sharing ideas and best practice
- To form effective relationships with parents and other parties.

7. **Self-Evaluation**
- To contribute to the school's self-evaluation systems.

8. **Community**
- To contribute to the school's community ethos.

RESPONSIBILITIES SPECIFIC FOR THE POST

Curriculum Area Leaders have a pivotal role in creating the means for all pupils to fulfil their personal and academic potential. They are responsible for the effective leadership of all aspects of their curriculum area as a team and throughout the everyday life of the school.

Curriculum Area Leaders are the lynchpins of school improvement. Their principal role is to **lead their teams and manage their resources** in translating the school's ambitions and targets into reality, monitoring operations and **evaluating the quality of teaching and learning in their areas**, responding to evidence as necessary through their improvement plans and supporting the Continuing Professional Development of their team members.

In addition to the Conditions of Employment of teachers, as set out in the School Teachers' Pay and Conditions Document, the postholder will have the following additional responsibilities:

(a) Leading and ensuring the highest possible levels of effectiveness of their team members in terms of:

- providing and maintaining a clear vision for the department about what constitutes outstanding, inspirational teaching and learning
- ensuring the department has a clear focus on outcomes, and a passion to deliver the best outcomes possible for every pupil
- ensuring consistently good and outstanding levels of teaching and learning across all classes and year groups
- ensuring all team members are aware of the targets and other expectations on all individual pupils, including those in identified groups
- ensuring the necessary subject knowledge and pedagogical skills needed to translate these requirements into reality are fully represented in every member of the department
- ensuring a collegiate, team-centred approach to data analysis and the quality assurance framework and responding effectively to the implications of QA process

- responding to the data, by securing hard-edged, realistic, appropriate commitments from every member of the team and reviewing strategies where the progress towards outcomes is rigorously scrutinised and strategies changed as necessary.

(b)   Lead the area's Appraisal, Continuing Personal Professional Development and Self-Evaluation work in order to ensure the highest possible quality of educational experience and level of achievement for every pupil.

(c)   Ensuring all members of the department are aware of and adhere to the school procedures identified in the Staff Handbook, and the department's procedures and priorities.

(d)   Lead the area's work in ensuring that the learning environment encourages maximum progress and attainment.

(e)   Ensuring learning is supported as effectively as possible by the effective deployment of all departmental resources, and accounting for these resources as required.

(f)   Leading the department (including support staff where relevant) at a 'strategic' level, by translating into reality:

- Ribblesdale's School Improvement Plan
- The Departmental Improvement Plan.

(g)   Supporting the evaluation of the school's work at 'whole school' level, and contributing to the monitoring, evaluation, review, planning and implementation of all school policies, strategies and procedures.

(h)   Membership of key leadership and development groups as required and retaining a focus on wider strategic developments affecting the school and department.

Note

1.   This job description is not necessarily a comprehensive definition of the post.

2.   The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher and the postholder.