Curriculum Leader of Computing with whole school responsibility to be discussed

Job Description	
POST TITLE:	Curriculum Leader of Computing with whole school responsibility to be discussed.
GRADE:	Main Pay Scale, Upper Pay Scale. TLR 2.2.
CAR USER:	N/A
LOCATION:	All Saints' RC High School, A Voluntary Academy
RESPONSIBLE TO:	Member of Senior Leadership Team

JOB PURPOSE: Role of Curriculum Leader of Computing with whole school responsibility to be discussed.

You will be required to teach pupils aged between 11 and 16 in Computing. To develop strategies to secure strong pupil progress of all pupils. To ensure strong leadership and management of the subject areas.

MAIN ACTIVITIES	**What the Postholder will actually do** **What prescribed responsibilities the postholder will have**

Main Responsibilities

- To maintain and build upon the standards and professional duties as outlined in Teachers' Pay and Conditions.
- To manage pupil learning through effective teaching in accordance with subject scheme of work and policies, ensuring continuity and progression.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as a class teacher/form tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment throughout the school.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To contribute positively to form effective working relationships within the school.

Curriculum Leader

- Create an ethos of high aspirations within the department linked to the college values
- Develop, motivate and inspire colleagues within the curriculum area to secure outstanding Teaching and Learning and pupil outcomes

- Lead and enhance Teaching and Learning by demonstrating an understanding of the most effective strategies that will allow opportunities for all learners to achieve and exceed their potential

- Work with colleagues to help develop an excellent curriculum through planning and pedagogical innovation

- Work in accordance with the school's curriculum model and policies, developing subject specific policies and contributing to whole school policies as appropriate

- Being actively involved in the subject area's curriculum review and development

- To monitor, track, evidence and evaluate the work of yourself and your team to ensure the departmental and whole school objectives are delivered

- Lead on the Teacher Appraisal process for the Curriculum Area ensuring targets support the development needs of individual teachers yet are challenging

- Ensure appropriate risk assessments are carried out for Curriculum Area activity in line with College Health and Safety policy

- To ensure the safe working practices across the department

Teaching

- To teach pupils according to their educational needs, especially with regard to SEN and G&T needs, including the setting and marking of work to be carried out by the student in school and elsewhere.

- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.

- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.

- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils. To undertake a designated programme of teaching.

- To ensure a high-quality learning experience for pupils which meets internal and external quality standards. To prepare and update subject materials.

- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.

- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

- To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.

- To mark, grade and give written/verbal and diagnostic feedback as required

Operational/Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Faculty.

- To contribute to the Curriculum Area and department's development plan and its implementation.
- To plan and prepare courses and lessons. To contribute to the whole school's planning activities.
- To ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- To oversee curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's Mission and Strategic Objectives.

Staffing:
- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods. To engage actively in the Appraisal Review process.
- To ensure the effective/efficient deployment of classroom support. To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance:
- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information:
- To maintain appropriate records and to provide relevant accurate and up-to date information for the school's SIMS, registers, etc.
- To complete the relevant documentation to assist in the monitoring/tracking of pupils.
- To track student progress and use information to inform teaching and learning.

Communications and Liaison:
- To communicate effectively with the parents of pupils as appropriate. Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the pupils.

Pupil Support System:

- To be a Form Tutor to an assigned group of pupils. To promote the general progress and well-being of individual pupils and of the Form Tutor Group as a whole.
- To liaise with a Progress Leader to ensure the implementation of the school's Pupil and Learning Support Systems.
- To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of pupils and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
- To contribute to PSHE and British Values according to school policy.
- To apply the Behaviour Management systems so that effective learning can take place.

School Ethos:

- To play a full part in the life of the school community, to fully support our distinctive Catholic mission and ethos and to encourage staff and pupils to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

General:

- To carry out any other duties as the Headteacher may reasonably request.

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

Additional supporting information – specific to this post.		
The above responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions document.		
To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.		
Note:	**In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**	
Prepared by:	**Trust HR Department**	**Date: Sept 2023**

Equal opportunities
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment
This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance
Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.