



Longridge High School

Excellence and ambition from all, for all

Assistant Curriculum Leader

Job Description

Leadership and Management

- Uphold and promote the school vision, ethos and culture both in and out of school.
- **Assist** the Curriculum Leader in ensuring and assuring that all whole school and curriculum policies, procedures and approaches are consistently upheld by all members of the curriculum team.
- **Assist** the Curriculum Leader in leading the curriculum team in a professional and aspirational manner, ensuring and assuring the work of the other post holders in the team.
- **Assist** the Curriculum Leader in ensuring and assuring the highest of expectations and ambition from all staff and pupils in the curriculum area.
- **Assist** the Curriculum Leader in ensuring and assuring that the curriculum team consistently meet the highest of professional standards in preparation for meetings, deadlines and relevant and timely communication with all internal and external stakeholders.
- **Assist** the Curriculum Leader in developing, monitoring and reviewing the Curriculum Development Plan, ensuring and assuring that it is robust, relevant and applied consistently in the curriculum area.
- **Assist** the Curriculum Leader in fostering and maintaining a high academic level of professional knowledge and developments in current educational and pedagogical thinking; to ensure that the curriculum and teaching approaches are relevant and at the forefront of educational excellence and cultural capital. This would include membership of relevant professional bodies, societies and the reading of blogs, research documents and articles.
- **Assist** the Curriculum Leader with the continuing professional development of the curriculum team and to encourage the team to foster and maintain a high academic level of professional knowledge and developments in the curriculum area. To encourage team members to actively engage with professional bodies, societies and research material where appropriate.

Quality of Education

- **Assist** the Curriculum Leader in ensuring that there is a clear vision and rationale for the curriculum intent that underpins the principles of the curriculum design; and assures that this intent is implemented ambitiously and consistently for all.
- **Assist** the Curriculum Leader in designing a highly ambitious and fully inclusive curriculum at both key stages that celebrates and embraces diversity. This curriculum design should be based on the principles of the National Curriculum but sequenced and built to meet the needs of all pupils in school.
- **Assist** the Curriculum Leader in identifying the core and powerful knowledge that needs to be taught in each curriculum unit and ensure and assure and that all members of the curriculum team implement this knowledge consistently.
- **Assist** the Curriculum Leader in ensuring and assuring that the curriculum team consistently implement and adapt this curriculum design to meet the needs of all pupils in their groups whilst maintaining ambition and diversity.

- **Assist** the Curriculum Leader in designing an ambitious assessment/progression model that is explicitly and robustly linked to the core and powerful knowledge that pupils need to know and remember. Ensure and assure that this assessment model is implemented consistently and effectively for all pupils.
- **Assist** the Curriculum Leader in ensuring and assuring that all aspects of pupil progress, assessment and reporting is compliant with school policy, procedures and is accurate and robust.
- **Assist** the Curriculum Leader in ensuring and assuring that no pupil is left behind by monitoring and tracking their progression through the curriculum. When needed, develop, monitor and measure appropriate and further opportunities for identified pupils to know, understand and remember the powerful knowledge needed.
- **Assist** the Curriculum Leader to develop and implement a range of extra-curricular and enrichment opportunities for all pupils to promote and extend cultural capital and diversity within and around the curriculum.
- **Assist** the Curriculum Leader in ensuring and assuring that cover work for absent staff is appropriately set and ready for colleagues. Ensure that the quality of education provided is appropriate and delivered to all pupils where colleagues are absent. Maintain regular contact with cover staff throughout the day.
- **Assist** the Curriculum Leader in ensuring and assuring that the New Start curriculum mirrors the quality of education provided in the curriculum area. Ensure and assure that the resources are regularly checked (half termly) and that pupil work is collected every week and distributed to the correct staff member. Regularly review the quality of education provided in NS and adapt accordingly.
- **Assist** the Curriculum Leader in ensuring and assuring the implementation of the curriculum policy for homework.
- **Assist** the Curriculum Leader in ensuring and assuring that there is a welcoming, tidy and stimulating teaching environment in the curriculum area. Ensure that the curriculum space, including teaching bases, store cupboards, shelves and stores are tidy, well organised, aspirational, inclusive and conducive to learning. Ensure that teaching equipment is always accessible for colleagues.
- **Assist** the Curriculum Leader in ensuring and assuring effective and financially efficient management, organisation and deployment of resources.

The specific operational responsibilities for this post will be agreed on appointment. They will be subject to change as and when required.

To undertake any other reasonable duty delegated by the Head teacher.