



## **Job Description**

<b>Post title</b>	Class Teacher – Senior Curriculum Leader (Whole School)
<b>Salary and range:</b>	MPS or UPS with TLR in line with the School Teachers’ Pay and Conditions Document (TLR2c)
<b>Reports to:</b>	Deputy Headteacher

### **Main purpose of the role:**

#### **To take lead responsibility for providing leadership & management for the curriculum to secure:**

- **Effective leadership and management of the curriculum**
- **High quality teaching**
- **Effective use of resources**
- **Improve standards of learning and achievement for all**

### **Duties and Responsibilities**

#### **Strategic Direction**

- Develop and implement policies and practices for the curriculum which reflect our school’s commitment to high achievement, effective teaching and learning
- Create a climate which enables staff to develop and maintain positive attitudes towards the subjects taught across the school and confidence in teaching them
- Ensure leaders focus on improving staff’s subject and pedagogical content knowledge to enhance the teaching of the curriculum and the appropriate use of assessment.
- Ensure the practice and subject knowledge of staff are built up and improve over time
- Monitor the progress made in achieving subject action and implementation plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement
- With the involvement of relevant staff, establish short, medium and long term plans for the development and resourcing of each curriculum area
- Establish a clear, shared understanding of the importance and role of the curriculum in contributing to pupils’ spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life
- Use data effectively to identify pupils who are underachieving in different subject areas, and create and implement effective plans to support those pupils where necessary
- Analyse and interpret relevant national, local and school data, as well as research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods



- Ensure compliance with DfE, Ofsted, and local authority requirements, articulating these and providing evidence of curriculum impact and school improvement; liaise with governing bodies, external agencies, and educational organisations to uphold high standards in teaching, learning, and pupil achievement while meeting statutory assessments and SEND Code of Practice obligations.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### **Teaching and learning**

- Develop and articulate a clear vision for a high-quality, inclusive curriculum that meets the needs of all pupils.
- Ensure curriculum design aligns with the National Curriculum and school priorities, providing breadth, balance, and depth.
- Ensure curriculum coverage, continuity and progression in all subjects for all pupils, including more able pupils, pupils with special educational needs and pupils with English as an additional language
- Ensure effective development of pupils' literacy, numeracy and IT skills as part of a cross-curricular approach
- Lead on curriculum innovation, ensuring progressive, coherent, and well-sequenced learning experiences across all subjects and support staff to communicate such information to pupils
- Model and promote outstanding teaching practices, ensuring high expectations for all pupils.
- Support teachers in developing strong subject knowledge and pedagogical skills through CPD, coaching, and mentoring.
- Promote and embed evidence-based teaching strategies that enhance pupil engagement and learning outcomes.
- Evaluate the teaching of each subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement, set targets, and secure good progress
- Set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching to close attainment gaps, ensuring equity in learning opportunities.
- Work with staff to establish a partnership with parents/carers to involve them in their child's learning of the curriculum, as well as providing information about curriculum, attainment, progress and targets
- Develop effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop pupils' wider understanding



## Leading and managing staff

- Establish clear expectations and constructive working relationships among staff involved with the curriculum, including through team collaboration and mutual support; devolving responsibilities and delegating tasks, as appropriate
- Sustain your own motivation and, where possible, that of other staff involved in the curriculum by utilising support available from National and local networks and learning hubs
- Establish professional learning communities within school to group areas of the curriculum and coordinate school improvement priorities led by a collaboration of education staff
- Support curriculum leaders in monitoring, evaluating, and reviewing curriculum impact, ensuring consistency and quality across year groups.
- Use data and research to inform curriculum development and ensure it meets the diverse needs of learners.
- Appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s)
- Audit training needs of staff
- Lead professional development of the curriculum through example and support, and co-ordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example: higher education, local authority, subject associations
- Make sure that trainee and early career teachers are appropriately trained, monitored, supported and assessed
- Enable teachers to achieve expertise in their subject teaching
- Work with the Assistant Headteacher for Inclusion and any other staff with special educational needs expertise, to make sure that education, health and care plans are used to set subject-specific targets and match work well to pupils' needs
- Lead the procurement and allocation of curriculum budgets, ensuring value for money and impact on learning.
- Support subject leaders in conducting audits of resources and identifying gaps or areas for development.
- Make sure that the Headteacher, Senior Leadership Team and Governors are well informed about curriculum policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans

## Fulfil wider professional responsibilities

- All teachers are required to carry out the duties of a school teacher as set out in the School Teachers Pay and Conditions Document. Teachers should also meet the Teacher Standards. Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the school.
- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality



- To promote the school’s vision: “Learners today, leaders tomorrow” and the school’s core values: respect, responsibility, resilience, honesty, generosity and aspiration.
- Perform any reasonable duties as requested by the Headteacher and/or Deputy Headteacher.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

**Professional development and Collaboration:**

- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Lead professional development opportunities for staff to enhance curriculum knowledge and teaching effectiveness.
- Work collaboratively with senior and middle leaders to drive whole-school improvement priorities.
- Engage with parents, carers, and the wider school community to promote curriculum developments and learning opportunities.
- Contribute to the school’s self-evaluation process, providing evidence and impact analysis of curriculum effectiveness.
- Stay informed of national and local developments in curriculum design, teaching, and assessment.
- Proactively participate with the school’s appraisal process

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. No aspects of it will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Whitchurch Primary School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signature of Post holder: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_