

JOB DESCRIPTION

Post Title	Deputy Curriculum Lead - Communications
Salary Scale / Grade	TLR 2c
Reporting to	Curriculum Lead

Job Purpose:

To support the Curriculum Lead to provide a learning environment which embraces opportunities for all students by securing high quality learning and teaching. The role will support our vision of ensuring that students achieve their full potential both as students at our schools and as global citizens.

To provide effective leadership and management across the Faculty as required and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement, monitors student progress, and addresses any concerns. .

Key tasks and responsibilities:

Leadership

- To assist with the creation of a vision, sense of purpose and pride in the faculty.
- To assist in effectively managing the human resources at the faculties disposal, including the teaching and support staff. This includes attendance management.
- To assist with arrangements for the monitoring of homework and marking in conjunction with the AHT - T&L/Disadvantaged.
- To assist with arrangements relating to work scrutiny and moderation.
- To assist with the responsibility for continuously improving the quality of teaching and learning in the faculty.
- To assist with the responsibility for maintaining discipline in the faculty including supporting staff during lessons where appropriate.
- To assist with Identifying and applauding areas of success for teachers and students within the faculty.
- To assist with the creation of an effective team by promoting collective approaches to problem-solving and curricular / faculty development.
- To deputise for the Curriculum Lead and Chair and produce the agenda for effective faculty meetings if required.
- Support the implementation of school quality assurance, assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of students in the subject(s).

Curricular / Faculty Development

- Ensure continuity and progression within the whole school curriculum.
- Contribute to the faculty Improvement plan, its implementation and the part it plays in whole school development.

- To assist with developing comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for students, and to incorporate a variety of assessment methods at key points to enable accurate judgements on students' progress.
- To assist with developing faculty strategies for the students' spiritual, moral, social and cultural development, including citizenship.
- To assist in the monitoring and evaluation of the teaching in the faculty; identify strategies to support consistency of practice and be a lead practitioner in the team.
- To assist in developing faculty strategies and procedures (using national and school guidelines) for teaching and learning for students with special educational needs.

Liaison / Communication

- To assist with overseeing and monitoring the accuracy of exam entries and dates and to work effectively with the Exams Officer.
- To assist with informing staff about new developments and ideas related to the subject and the faculty.
- To co-operate with the Health and Safety management and inspection process.
- To assist with managing the provision of information to parent / carers and other staff about curricular choices, and choice of teaching groups for individual students and groups of students.
- To assist with providing helpful and accurate responses to parent / carer enquiries.

Professional Development

- To support with organising in-service training for the faculty staff (teaching and support) as appropriate.
- To identify development opportunities for staff within the faculty through external agencies or courses.
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm, and provides development opportunities for all staff.
- To use the performance management cycle to assist in enhancing the professional development aspirations of colleagues.
- To personally keep up to date with developments and new ideas related to the subject(s).
- To ensure compliance with the current Teachers Standards throughout the faculty.

Other responsibilities:

- Please also refer to the responsibilities of all classroom teachers.
- The Deputy Curriculum Lead will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Curriculum Lead will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

PERSON SPECIFICATION

Qualifications and Training

The successful candidate will:

- Hold an honours degree or equivalent higher-level qualification
- Have Qualified Teacher Status (QTS)
- Demonstrate recent and relevant professional development that supports effective teaching and learning

Experience

The successful candidate will demonstrate:

- Experience of leading a successful department across Key Stages 3, 4 and 5
- A strong record of successful secondary teaching practice
- Experience of teaching effectively across the full ability range
- Evidence of securing strong student progress and outcomes

Knowledge and Understanding

The successful candidate will have:

- A clear and up-to-date understanding of safeguarding principles
- Detailed knowledge of the National Curriculum, including changes to attainment levels and grading
- Secure subject knowledge aligned with exam board specifications
- An adaptable approach to teaching, using a range of styles to meet diverse learning needs
- Effective use of ICT to improve student outcomes and raise standards
- The ability to generate innovative ideas to enhance curriculum delivery, engagement and enjoyment
- Experience of using data to inform planning, intervention and decision-making

Skills and Abilities

The successful candidate will be able to:

- Communicate effectively with students, staff, parents and other stakeholders
- Demonstrate strong ICT skills, including the use of Google Workspace
- Work flexibly, independently and proactively to achieve objectives
- Organise, prioritise and manage workload effectively, including under pressure
- Translate educational theory into strong classroom practice
- Demonstrate highly effective teaching practice
- Reflect on practice and identify personal professional development needs
- Build positive relationships with disaffected learners
- Understand and respond effectively to challenging behaviour
- Use Arbor or demonstrate the ability to quickly develop competence in school systems

Personal Qualities and Attitudes

The successful candidate will demonstrate:

- The ability to maintain high-quality professional relationships with all stakeholders

- A discreet, professional approach with a strong commitment to confidentiality
A calm, approachable and solution-focused manner
- A conscientious and positive attitude
- A willingness to engage in ongoing professional learning and development
- A strong commitment to young people and securing the highest possible outcomes
- Enthusiasm, resilience and motivation
- A clear commitment to equality, inclusion and equal opportunities