

Lady Manners School



Roles and Responsibilities

MEMBER OF STAFF:

POSITION: Curriculum Leader for Computing and Computer Science

RESPONSIBLE TO: Director of Learning

RESPONSIBLE FOR: All staff working within the curriculum area

GRADE: TLR 2b

PURPOSE OF THE ROLE

To ensure high quality curriculum provision and effective teaching and learning within the curriculum area to allow all students to fulfil their potential so that achievement is maximised.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Leading Teaching and Learning in the Curriculum Area

1. Take a lead role in ensuring appropriate, challenging and differentiated programmes of study and schemes of work that meet the needs of all students are in place for all teaching groups and courses within the curriculum area
2. Support the Director of Learning to secure and sustain effective learning through structured monitoring and evaluation of all aspects of teaching and learning through lesson observations, feedback to teaching staff, work sampling and student voice
3. Ensure consistent delivery in the curriculum and course by all members of the curriculum team
4. Ensure effective development of students' literacy, maths and ICT skills within the curriculum area
5. Co-operate in the development and implementation of relevant cross-curricular initiatives including planning, developing and implementing integrated and combined courses/activities
6. Ensure quality first teaching across the curriculum areas, including the appropriate use of Information and Communications Technology
7. Encourage and facilitate extra-curricular activities and experiences relevant to the work of the curriculum area
8. Keep up to date and work with the Director of Learning to implement new initiatives in teaching and learning
9. Collaborate with other faculty curriculum leaders and contribute to faculty meetings in order to share best practice

Leading Staff within the Curriculum Area

10. Involve staff in the life of the curriculum area, its work and encourage a team approach to planning, development, evaluation and problem-solving
11. Support the professional development of curriculum area staff through the school's appraisal procedures, giving advice and guidance, subject specific CPD, balanced teaching experiences and delegation

12. Liaise with the school's induction tutor to ensure that Early Career Teachers and Student Teachers are given appropriate support in the curriculum area within the framework of school policy
13. Lead regular curriculum area meetings to contribute to faculty and whole school initiatives and to support the running of the curriculum area

Leading Students within the Curriculum Area

14. Ensure the school policy for the assessment, recording and reporting of student progress and attainment is followed in the curriculum area
15. Lead in the development and implementation of assessments to track progress and inform teaching and learning
16. Use progress data to inform curriculum planning
17. Ensure that students are placed in appropriate teaching groups according to their need and school policy
18. Incorporate the whole school classroom expectations for students into curriculum area procedures, supporting staff in its implementation
19. Work in collaboration with the SENDCO, Learning Support staff and Pastoral leaders to ensure that Individual Education Plans, Education Healthcare Plans and Pastoral Support Plans are implemented within the curriculum area
20. Ensure relevant and appropriate work is set for students who are absent long-term or excluded

Effective Deployment of Staff and Resources within the Curriculum Area

21. Ensure that appropriate use of resources for effective, efficient and safe teaching and learning within the curriculum area
22. Deploy accommodation to effectively meet the teaching and learning needs of the curriculum area
23. Ensure a safe working and learning environment through adherence to the school's Health and Safety Policy and procedures and the development and implementation of appropriate risk assessments
24. Work with the Director of Learning to implement an effective curriculum area staffing structure for the delegation of responsibilities
25. Ensure effective deployment of staff
26. Be responsible for the formulation, implementation and control of the curriculum area budget to ensure value for money
27. Ensure that resources (e.g. books and equipment) held in the curriculum area are maintained
28. Liaise with the Learning Resources Centre Manager to ensure appropriate reference resources in the Library and that this resource contributes effectively to learning for the curriculum area
29. Lead and delegate effectively to ensure the continuity of learning in the absence of teaching staff, including the organisation of cover work

Contribution to School Life

30. Attend Faculty meetings, presenting items for discussion and contributing to discussion and decisions.
31. Provide information for inclusion in the school prospectus, assist students making options decisions and arrange curriculum information sessions for school open evenings.
32. Liaise with the Examinations Officer on all matters relating to public examinations and submit approved estimates and entries for external examinations.
33. Develop effective liaison with parents/carers, including dealing with subject-specific parental concerns.

Responsibilities Specific to this Curriculum Area

34. Work with any TLR holders appointed to support the curriculum area within the faculty
35. Develop and support suitable intervention for vulnerable groups and underperforming students
36. Be contactable at the time of external examination results to advise students and SLT on matters relating to student performance and progress
37. In conjunction with the Director of Learning, produce and implement a curriculum area development plan that will support the progress of the faculty and whole school development plans and drive improvement within the subject
38. Contribute to the leadership of whole school meetings and CPD when relevant

GENERIC DUTIES AND RESPONSIBILITIES

39. Carry out the duties and responsibilities of a Teacher, as detailed in the Roles and Responsibilities for Teachers document and Teachers' Standards
40. Take an active role in the school's pastoral care of students and fulfil the role of form tutor
41. Undertake training and development activities relevant to the position
42. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures
43. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy
44. Support the aims and ethos of the school
45. Maintain confidentiality and observe data protection and associated guidelines
46. Maintain an awareness of Safeguarding Children, Safer Working Practice and other initiatives related to staff and student safety and well-being
47. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post

KEY INDICATORS OF PERFORMANCE

- The curriculum area is effective, outward looking and well-led
- Schemes of learning are innovative, inclusive, promote aspiration and respond to the needs of all students
- Quality first teaching is evident across the curriculum area
- Assessment informs teaching and learning and provides students with clear knowledge of how to progress
- Student achievement at each Key Stage is high
- Student engagement in learning is high

Signature (Member of Staff):_____ Date: _____

Signature (Headteacher):_____ Date: _____