

**Curriculum Leader - Computing**

**Specific Responsibilities**

* Maintain clear expectations and high standards of professionalism at all times
* Organisation and planning of your lessons.
* Monitoring of and being accountable for student attainment and progress, in accordance with the College’s policies.
* Being accountable for your standards when delivering teaching and learning.
* Working collaboratively and sharing good practice within the College and the Trust, to continually raise standards and develop the ethos in all areas of the College, not just the academic provision.
* Attend College events and activities as directed by the Principal.
* Staff will be expected to share their expertise across all the schools in the Trust.

**The Subject Area**

* Lead by example in a professional way. Model the high standards which will ensure the attainment, progress, discipline and motivation of all of the students.
* Support the Director of Faculty in the effective setting of targets and monitoring of the students within the Faculty, through effective operation of quality control systems measured against national quality standards and performance criteria.
* Ensure the faculty rooms have displays which are vibrant, stimulating and regularly refreshed.
* Ensure reporting of the students’ progress in this subject is professional and informative with clear targets set.
* Apply effective strategies to support individuals and groups of students who are underperforming in order that they meet or exceed their targets.
* Apply effective strategies to support individuals and groups of students who are part of the College’s SEND/LLDD agenda in order to ensure that they meet or exceed their targets.
* Monitor the impact of these strategies; adapt and develop them when necessary to ensure the best outcomes for each student.
* Keep up-to-date with Trust and national developments in the subject area, teaching practices and methodology.
* Liaise with parents/carers to offer information and guidance to ensure the students gain maximum benefit from the learning opportunities.
* Ensure that the faculty resources and equipment are well cared for.
* When required, be responsible for the organisation of departmental visits and excursions in accordance with College policies.
* Deliver part of the flexible programme for elite athletes if required.

**The Faculty**

* Support the Director of Faculty as required

**The College**

* Ensure that all College policies are adhered to and consistently implemented.
* Ensure all areas of the College are maintained to a very high standard.
* Promote and publicise the work and achievement of the staff and students in the Faculty.
* Support, through the department’s specialism, the wider curriculum and extra curriculum of the College.

**Additional Information**

This job description reflects the position at the present time and may be reviewed in consultation with the role holder in the future. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions.

 **Person Specification**

|  | **Essential** | **Desirable** |
| --- | --- | --- |
| Qualifications, Educational and Training | Degree and teaching qualification in the relevant subject.Commitment to CPD both personal and for others. | Further professional qualifications. |
| Relevant Experience | Experience of teaching the subjects listed for the advertised role | Experience of teaching more than one subject offered by the CollegeEvidence of a contribution to areas such as the wider curriculum and the extended curriculum. |
| Knowledge, skills and abilities | Excellent classroom practitioner with a real passion for the subject and an ability to communicate that passion.Very good oral and written communication skills.Ability to work as part of the team. Ability to plan, organise and adapt.Excellent IT skills. |  |
| Other skills and abilities | A belief in the ethos of the College.Commitment to care and support for every student in the College.Flexibility and willingness to be involved in the developing College and at times to be in College outside College hours.Willingness to be involved in and support the work of the Co-op Academies TrustCommitment to the responsibility for and practices concerned with the safeguarding and promoting the welfare of young people.  |  |

*This post is subject to an enhanced DBS check.  We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.*



**Curriculum Leader/Lead IV**

**TLR 3 £1,000 - permanent**

**Job Description**

A curriculum leader will support the Director of Faculty by

* Ensuring subject teachers are working collaboratively and effectively to enable students to achieve
* Liaise with the Director of Faculty to agree a fair distribution of shared tasks within the curriculum area/course, including the delegation of teacher responsibilities when classes are shared
* Ensuring schemes of learning meet college expectations and where necessary, ensure they are updated collaboratively
* Ensure that all staff are following the scheme of learning and progressing at the expected pace to allow for cohort wide assessment point
* Raising concerns if a group are not making the expected progress through a scheme of learning, supporting directly where possible and always notifying the director of faculty
* Ensuring SARs and QIPs meet College expectations and where necessary, ensure they are updated collaboratively
* Planning/overseeing the delivery of standardised assessments across a cohort in time for PI data drops
* Ensuring the moderation of marking for assessments that are delivered across the cohort
* Ensuring that predicted grades are arrived at in line with College policies for the cohort
* Ensuring that students of concern receive appropriate contact home from the curriculum team and that concerns are presented in a timely manner to the Director of Faculty
* Assisting with course changes and progression decisions as requested by the Director of Faculty
* Coordinating the checking of exam entries/registrations across the subjects are made on time and are correct, including the management of any resits
* Ensure that any internal or external verification processes meet the requirements of the exam board (this includes ensuring yourself and colleagues are adequately trained)
* Ensuring that cours(e) materials are standardised within the course and meet the expectations of the College
* Supporting with quality assurance processes as directed
* Promoting the academic area at recruitment events and by direct outreach to schools, including working creatively to design and deliver new outreach events to support the further growth of the subject area
* Co-ordinating the checking and updating of the prospectus entry for the curriculum area
* Ensuring course level CEIAG requirements are met and that the curriculum provision enables students in this area to engage with a range of employers and universities that are appropriate for students interests and ability
* Following all college policies and ensure that our shared vision and values are delivered within the curriculum area

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| Relevant Experience |  | Evidence of a contribution to areas such as the wider curriculum and the extended curriculum. |
| Knowledge, skills and abilities | Excellent classroom practitioner with a real passion for the subject and an ability to communicate that passion.Very good oral and written communication skills.Ability to work as part of the team. Ability to plan, organise and adapt.Excellent IT skills. |  |
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