

Curriculum Leader

WALNUTS SCHOOL

Executive Headteacher: Mr J Budd

WALNUTS SCHOOL | Admiral Drive, Hazeley, Milton Keynes, MK8 0PU

Job Description

Duties

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document and additionally the Teaching and Learning Responsibilities (TLR).

Purpose

As Curriculum Leader (TLR):

- To lead a given curriculum area across the whole school.
- To be responsible for pupil progress in the curriculum area.
- Develop the curriculum and opportunities for pupils.
- To support development of staff.
- Ensure the environment is fit for purpose, motivating and accessible to all.

As a teacher:

- To carry out professional duties and to have responsibility for an assigned class/tutor group.
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
- Manage Teaching Assistants in assigned class and when teaching other groups/classes.
- To promote the aims and objectives of the school and maintain its philosophy of education.

Key Responsibilities and Requirements

As a Curriculum Leader (TLR):

- Attending Curriculum Leader meetings to report developments and issues to the Headteacher.
- Leading meetings with staff involved in curriculum improvements.
- Review, develop and implement a curriculum policy.
- Track, monitor and analysis of performance data to inform reports.
- Complete work scrutiny, including marking.
- Support staff in developing subject knowledge and delivery of the curriculum area.
- Organise, maintain and advise on resourcing.
- Ensure teaching environments are suited to the teaching of the curriculum area.
- The curriculum has appropriate allocation and coverage.
- Annually evaluate the curriculum area writing a report for a range of audiences.
- Write and implement clear improvement plans.

As a teacher:

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning. Through this supporting the Headteacher in promoting the ethos of the school.
- To lead, manage and develop teaching assistants in assigned class.
- To ensure effective use of support staff within the classroom, including volunteers.
- To plan and prepare lessons in order to deliver the National Curriculum at the appropriate level for the pupils and following school policies.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To share the corporate responsibility for the well-being and discipline of all pupils, safeguarding their health and safety.
- To be included in a curriculum team for leading the management of that curriculum area, throughout the school.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To participate in meetings as required.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate eg. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

Performance Management

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Personal Specification

Personal Attributes	
Personality	Enthusiastic, warm with a sense of humour.
Attitude	Committed with a positive attitude to education of young people with learning needs.
	Welcoming of challenge and willingness to challenge others.
Emotional intelligence	High levels of understanding of own feelings as well as the feelings of others and how they affect yourself and others.
	Emotionally resilient.
Motivation	Self-motivated and able to motivate both pupils and staff.
	Driven to get the best outcomes for pupils and young adults.
	A passion for excellence.
Fitness	Good level of physical fitness due to needs at times for physical interventions.

Skills and Knowledge		Level		Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		A	A Application I Interview
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		D	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		E	
Qualifications	Qualified Teacher Status	X		A
	Additional SEND qualifications & courses		X	A
	Middle Leadership qualification, e.g. NPQML		X	A
Skills / Experience	Working with special needs children	X		A, I
	Ability to work in team	X		A, I
	Ability to reflect & adjust own practice	X		I
	High standard of communication both written and spoken	X		A, I
	Ability to lead a project/improvement work		X	A, I
	Ability to adapt and monitor a curriculum and its delivery		X	A, I
	High quality organisational skills	X		I

Competencies		Level			Assess by;
<u>A</u> wareness	<i>Demonstrable aptitude and ability to develop in the particular work area</i>			A	A Application I Interview
<u>S</u> ignificant	<i>Clear competence in the work element sufficient for all role requirements</i>		S		
<u>E</u> xtensive	<i>Sufficient expertise in the work element to lead and mentor others, and influence policy and practice</i>		E		
Planning and organising work	Ability to plan and implement learning for the class(es), groups and individuals, differentiating to an individual level.	X			I
	Organise resources.		X		A, I
	Develop and produce appropriate resources to both and improve pupil's access to lessons and enhance learning.	X			A, I
	Managing the deployment and performance of Teachers, TAs, support staff and volunteers within the school.	X			I
Teaching	Ability to change teaching style to suit the group or individual, making learning exciting and relevant.	X			A, I
	Ability to be innovative, creative and give structure to lessons.	X			A, I
	Ability to demonstrate high quality teaching to support others.	X			A, I
Assessing	To be able to make clear assessments: baselines, on-going and assigning levels.	X			A
	Ability to track, monitor and analyse pupil progress.		X		I
Subject knowledge	Appropriate subject knowledge.	X			A, I
Reporting	Ability to write clear concise reports for a range of audiences.	X			A
Influencing and interpersonal skills	Ability to relate well to children, parents, teaching staff and other colleagues.	X			I
	Establish productive working relationships with pupils and promote inclusion and acceptance of all pupils.	X			I
Working independently	Ability to manage the classroom, maintaining appropriate behaviour and delivering learning activities.		X		I
	Ability to manage own & others workloads.	X			I
Managing people	Ability to manage a range of staff.	X			I
	Ability to tackle underperformance in staff and pupils.		X		I
Managing resources	Manage classroom set up. Use and safe keeping of classroom equipment and apparatus.	X			I
	Managing information resources in relation to pupils & staff.		X		I
	Monitor the environment for learning.		X		I
Managing risk	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.	X			I
Managing oneself	Awareness of opportunities for professional self-improvement.	X			I
Evaluation & Improvement	Ability to make informed judgements		X		I
	Ability to construct and carry out clear improvement plans		X		I

How to apply

To apply for this post, please complete the Milton Keynes application form and write a letter supporting your application.

Please note that the application form must be completed in full and signed. It is not sufficient to substitute a CV for all or any part of the form.

We encourage applicants to visit the school and ask that you contact the office on *** to arrange this.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

Completed applications should be sent to:

Mrs Lisa Munro, Head of School

Lisa.munro@walnuts.milton-keynes.sch.uk

The Walnuts School, Admiral Drive, Hazeley, Milton Keynes, MK8 0PU

Deadline for Applications: *** (noon)

Shortlisting: *** (PM)

Interviews: ***

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

Child Protection

The Walnuts is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.