

### Job Description

<p><b>POST:</b></p> <p><b>RESPONSIBLE TO:</b></p> <p><b>SALARY:</b></p> <p><b>WORKING PATTERN:</b></p> <p><b>DISCLOSURE LEVEL:</b></p>	<p>Curriculum Co-ordinator for English, Media &amp; Film Studies and Drama</p> <p>Head Teacher</p> <p>TLR1A</p> <p>36 hours per week –Full Time – 52 weeks.</p> <p>Enhanced – Bebington High Sports College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.</p> <p><b>This job</b> description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
<p><b>Responsible for:</b></p>	<p>Overall responsibility for the professional leadership and management of the English , Media &amp; Film Studies and Drama departments to ensure that at least good outcomes are secured across Key Stages 3-5 through high standards of learning and teaching, effective intervention, efficient use of resources and appropriate management of the curriculum in accordance with the school policy.</p> <p><b>Policy/Strategic direction and development:</b></p> <ul style="list-style-type: none"> <li>• Contribute to departmental / whole school policy making and strategic planning as required by the Head Teacher.</li> <li>• Prepare, monitor and update annual departmental self review and development plans in consultation with colleagues.</li> <li>• Ensure that the school policies and strategies are effectively embedded in schemes of work, Quality Assurance documentation and operational plans.</li> </ul>

	<p><b>Leadership and management of others:</b></p> <ul style="list-style-type: none"> <li>• Lead and manage the departments, recruiting, inducting, developing, deploying, motivating and appraising members of the team to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.</li> <li>• Empower members of the departments to develop their leadership potential to ensure continuous improvement.</li> <li>• Monitor professional development of staff within the departments and advise strategies for further development.</li> <li>• Chair departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.</li> <li>• Lead and manage all colleagues within the departments to ensure efficiency and the modelling of best practice to raise standards.</li> <li>• Undertake other various responsibilities as directed by the SLT line manager</li> </ul> <p><b>Teaching and learning:</b></p> <ul style="list-style-type: none"> <li>• Accountable for the quality of learning in the departments and the outcomes.</li> <li>• Promote excellence in teaching and learning to ensure all pupils develop their potential and are equipped for life beyond school.</li> <li>• Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared. Staff performance must be monitored and appropriate action taken when necessary.</li> <li>• Ensure that in all subject areas within the departments schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.</li> <li>• Ensure that pupils' progress is monitored, reviewed against targets and reported to all stakeholders in accordance with the school policy. Monitor classroom practice to ensure high standards are maintained.</li> <li>• Ensure that data collected by staff is robust enough to inform appropriate follow-up action, including support and challenge intervention.</li> <li>• Keep up-to-date with developments in the subject areas and education in general to ensure that best practice is adopted within the departments.</li> <li>• Ensure that delivery and development of the curriculum is effective in meeting the needs of all pupils.</li> </ul> <p><b>Extra-curricular activities:</b></p> <ul style="list-style-type: none"> <li>• Seek opportunities for the provision of extra-curricular activities in the departments and advise the members of the departments. Actively promote interest in the subjects outside the immediate physical and timetable confines of the departments.</li> </ul>
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	<p><b>Marketing and external links, including public occasions:</b></p> <ul style="list-style-type: none"> <li>• Actively promote the departments within the school community to encourage pupils' interest in the subject areas.</li> <li>• Contribute to the positive promotion and marketing of Bebington High Sports College in the local and wider community.</li> <li>• Lead the departments' contribution to marketing events and external links.</li> </ul> <p><b>Management of resources:</b></p> <ul style="list-style-type: none"> <li>• Monitor the departments' allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.</li> <li>• Identify and collate the future resourcing needs and aspirations for the departments for consideration in the school budget planning process.</li> <li>• Ensure that all resources are of benefit to teaching and learning and maintaining high standards in the departments.</li> <li>• Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.</li> </ul> <p><b>Monitoring, evaluation and assessment:</b></p> <ul style="list-style-type: none"> <li>• Monitor the performance of staff in the departments against agreed targets. Take appropriate action if the standard is not high.</li> <li>• Ensure that within the departments individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching and/or intervention.</li> <li>• Monitor and ensure that teachers within the departments are also monitoring pupil progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.</li> <li>• Liaise with the SLT members, Progress Leaders and Year Managers responsible for academic and personal progression of students.</li> <li>• Analyse examination and module results and prepare reports for the SLT, Head Teacher or the Governing Body as required.</li> </ul> <p><b>Training and development of self and others:</b></p> <ul style="list-style-type: none"> <li>• As a lead professional set personal targets and take responsibility for own continuous professional development.</li> <li>• Ensure that training needs within the departments are identified, appropriately met, and that all members of the departments are active in their own personal and continuous professional development.</li> <li>• Take overall responsibility for ITTs and NQTs within the departments</li> </ul>
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**All school staff are expected to:**

- a) work towards and support the school's vision,
- b) contribute to the school's programme of enrichment activities,
- c) support and contribute to the school's responsibility for safeguarding students,
- d) work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors,
- e) promote equality of opportunity for all students and staff, both current and prospective,
- f) maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues,
- g) engage actively in the performance review process. Adhere to policies set out in the staff handbook and other documentation available to staff.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.**