



BEBINGTON HIGH SPORTS COLLEGE

JOB DESCRIPTION

Post Title:	Curriculum Co-ordinator for MathsTLR1
Purpose:	<ul style="list-style-type: none"> • To raise standards of student attainment and achievement within the whole area and to monitor, review and support student progress. • To lead and have oversight of all 3 Key Stages, responsible for curriculum development, transition arrangements and progression. • To be accountable for student progress and development at all levels of ability across the curriculum area. • To work with and assist the Subject Area Leaders, Year Manager and SEN staff in monitoring and supporting student learning and progress within their curriculum area. • To lead, develop and enhance the teaching practice of other staff, be accountable for staff in the curriculum area and show commitment to distributive leadership. • To actively seek advice and ideas from other internal or external sources to enhance practice and professional development. • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. • To effectively manage and deploy teaching/support staff, financial and physical resources within the academic area to support the designated curriculum. • To work within the requirements and the spirit of the Remodelling Initiative and ensure staff comply with the regulations concerning the 24 tasks removed from teachers. • To work with SLT in order to develop the SIP/SEF.
Reporting to:	Deputy Headteacher
Responsible for:	The Leadership and Management of a subject and the provision of a full learning experience and support for students' progress.
Liaising with Year Manager:	Headteacher/Deputy, Assistant Headteachers, Subject Leaders, SEN and Inclusion, Year Managers, Extended School Services and other staff with cross-school responsibilities relevant non-teaching support staff, LA staff, parents.

Working Time:	195 days per year – full time.
Salary:	TLR1a
Disclosure Level	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning:	<ul style="list-style-type: none"> • To take overall responsibility for the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment, homework policies, programs of study, learning and teaching strategies in the curriculum area at Key Stages 3, 4 5.
	<ul style="list-style-type: none"> • To lead all aspects of learning in Key Stages 3, 4 and 5, their curriculum development, examination arrangements and progression and transition needs. • To lead a subject area (where appropriate). • To ensure there is a teacher designated to work with the SEN/Inclusion service as a link person. • To take direct responsibility for the cohort of 'Gifted and Talented' students within the curriculum area and liaising with the Deputy Headteacher responsible for co-ordinating this strand. • To oversee the school's Numeracy Coordinator. • The day-to-day management, control and operation of course provision with the area, including effective deployment of staff and physical resources. • To actively monitor and follow up student progress. • To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, Pedagogy and Practice, Every Child Matters, Extended Services. • To work with colleagues to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school. • To work collaboratively with colleagues in and outside the school to develop Learning and Teaching strategies. • To lead and manage the business planning function of the curriculum area, and to ensure that the planning activities of it reflect the needs of students within the curriculum area, and the aims and objectives of the school. • To link with other Subject Leaders to ensure that the work fully reflects the school's distinctive ethos and mission. • To ensure that health and safety policies and practices, including risk assessments, throughout the curriculum area are in line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Officer. • To ensure that educational trips are properly managed, recorded, planned for in advance and the appropriate person receives the paperwork at least two weeks before the proposed trip.

Curriculum Provision:	<ul style="list-style-type: none"> • To liaise with the Headteacher and Deputy Head Teacher to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the School Improvement Plan/School Evaluation. • To be accountable for the development and delivery of relevant subjects within the curriculum area.
Curriculum Development:	<ul style="list-style-type: none"> • To lead curriculum development for the whole range of subjects where applicable. • To keep up-to-date with national developments in the curriculum area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To actively liaise with LA specialists to further develop the work of the curriculum area. • To incorporate cross curricular learning e.g. Enterprise Learning within the curriculum area plans. • To liaise with the Deputy Head Teacher to maintain accreditation with the relevant examination and validating bodies and review the suitability of examination syllabuses.
Staffing Staff Development Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To be responsible for the efficient and effective deployment of the curriculum area's technicians/support staff. • To undertake Performance Management Review(s) and to act as a Team Leader for a group of staff within the designated department. • To make appropriate arrangements for classes when staff are absent, ensuring suitable tasks are set and liaising with relevant staff. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the school's ITT programme. • To be responsible for the day-to-day management of staff within the designated curriculum area and act as a positive role model.

Quality Assurance	<ul style="list-style-type: none"> • To ensure the effective operation of quality assurance systems. • To lead the process of the setting of targets within the curriculum area and to work towards their achievement. • To establish common standards of practice within the curriculum area and develop the effectiveness of learning and teaching styles in all subject areas within the department. • To monitor homework setting and marking once per half term. • To ensure effective student and parental voice. • To monitor student work - work scrutiny once per half term.
	<ul style="list-style-type: none"> • To contribute to the school procedures for lesson observation. • To implement school quality assurance procedures e.g. Marking Policy, Assessment for Learning Policy, Reporting to Parents and to ensure adherence to those within the curriculum area including the scrutiny of student reports prior to distribution. • To monitor and evaluate the academic area in line with agreed school procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To ensure that the academic area's quality procedures meet the requirements of self evaluation and the strategic plan
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system. • To make use of analysis and evaluate performance data provided. • To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken. • To lead the implementation of Action Plans arising from the quality assurance cycle for the department. • To produce commentaries on examination performance, including the use of value added data. • In conjunction with the relevant person to manage the curriculum area's collection and analysis of data. • To provide the Governing Body with relevant information relating to the curriculum area's performance and development.

Communications:	<ul style="list-style-type: none"> • To ensure that all members of the academic area are familiar with its aims and objectives. • To ensure effective communication/consultation as appropriate with the parents of students. • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. • To represent the curriculum area's views and interests at all relevant forums.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities – e.g. the collection of material for press releases. • To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events. • To actively promote the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the curriculum area's budget, acting as a cost centre holder, overseeing the requisition, organising and maintenance of equipment and stock, and keeping appropriate records with due regard to the re-modelling agenda. • To work with the Deputy Head Teacher and curriculum and standards to ensure that the academic area's teaching commitments are effectively and efficiently timetabled and roomed.
Cover:	<ul style="list-style-type: none"> • Supervising and, so far as practicable, teaching students whose teacher is not available to teach them, provided that no teacher shall be required to provide cover: <ul style="list-style-type: none"> a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days or b) where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the school for two or more days before the absence commenced, unless: <ul style="list-style-type: none"> (i) s/he is a teacher employed wholly or mainly for the purpose of providing such cover (supply teacher) or (ii) the school/governing body (as the case may be) have exhausted all reasonable means of providing a supply teacher to cover without success <p>or</p>

	<p>(iii) s/he is a full time teacher at the school but has been assigned by the Headteacher in the timetable to teach or carry out other specified duties (except cover) for less than 75% of those hours in the week</p> <ul style="list-style-type: none"> • c) Shall cover no more than 38 hours per year.
Public Examinations:	<ul style="list-style-type: none"> • Participating in arrangements for preparing students for public examinations and in assessing students for the purpose of such examinations, recording and reporting such assessments and participating in arrangements for such examinations.
Student Progress System:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the curriculum area. • To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as a Form Tutor and to carry out the duties associated with that role. • To contribute to PSICHE, Citizenship and Enterprise according to school policy. • To ensure that the agreed Behaviour for Learning policy is implemented in the curriculum area so that effective learning can take place.
Student Progress Teaching:	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with duties of a standard scale teacher.
Other Specific Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health & Safety Policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signatures:

Teacher **Date**

Headteacher..... **Date**