

Curriculum coordinator - job description

Job rationale

The curriculum coordinator is in charge of an academic department, the composition of which may vary according to the business needs of the school.

The Headteacher oversees the implementation of strategic policies and work towards the advancement of teachers and support staff within the team, continually assessing the performance of the department and its members. The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and subject to any amendments due to government legislation.

Success measures

- * Success rates for all subjects within the curriculum
- * Student attendance and behaviour
- * Quality of teaching, learning and assessment
- * Progress data for students in curriculum area
- * Destinations of students
- * Student feedback
- * Parental feedback
- * Retention into sixth form.

Post holder reports to: Deputy Headteacher (Teaching and Learning)

Key responsibilities

1. Contribute to the school's strategic plan and lead its implementation with the curriculum area.
2. To work with subject colleagues to formulate the provision of an appropriately broad, balanced, relevant and differentiated curriculum.
3. Inspire, motivate and performance manage individuals within the curriculum area team ensuring they make a positive contribution to the curriculum SEF and departmental development plan.

4. Ensure all aspects of teaching, learning and assessment (including SoW, lesson planning, sharing of best practice) are of the highest quality, sustain excellent student outcomes and support the development of innovative practices.

5. Undertake and lead key elements of the school's quality assurance framework including lesson observations and joint lesson observations, work scrutiny, student voice and curriculum self-assessment.

6. Use data in a constructive and informative manner in order to drive improvements raise standards of student outcome