

## GARTH HILL COLLEGE JOB DESCRIPTION

### **1. INTRODUCTION**

**1.1 NAME OF POST HOLDER:**

**1.2 Post Title: DEPUTY CURRICULUM TEAM LEADER**

**1.3 Post Purpose:**

- a) Under the reasonable direction of the Principal and Curriculum Team Leader, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- b) Key leadership partner, and deputy, to the Curriculum Team Leader. To also act as a Subject Leader and be responsible for leading, managing and developing this area.
- c) Lead to secure outstanding teaching and learning including highly effective professional development of others and the quality assurance and development of learning provision overall.
- d) Lead to secure outstanding pupil/student progress and attainment across the entire curriculum area, providing robust and insightful monitoring, review and intervention as appropriate.
- e) To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils/students studying in the curriculum area, in accordance with the aims of the College and the curricular policies.
- f) To effectively manage and deploy teaching/support staff, financial and physical resources within the Subject and Curriculum Area to support the designated curriculum portfolio.

**1.4 Reporting to:** Curriculum Team Leader.

**1.5 Responsible for:** The provision of excellent learning, care and support for pupils/students and the leadership and management of staff and resources in the curriculum and subject area.

**1.6 Liaising with:** Principal, Senior Team, Curriculum Team Leader, teachers and support staff in the Curriculum Area, in 'school' and across the whole college, LA representatives, external agencies and parents/carers.

**1.7 Working time:** Full-time as specified within STPCD.

**1.8 Salary/Grade:** Teachers' Pay Scale plus TLR 1

### **PRINCIPAL RESPONSIBILITIES**

#### **2. OPERATIONAL/STRATEGIC PLANNING:**

- 2.1** To be a leadership partner with the Curriculum Team Leader, deputising in his/her absence, and playing a key role in the day-to-day leadership and management of the Curriculum Area and subject.
- 2.2** To lead the development of appropriate syllabuses, resources including new technologies, schemes of work, assessment and teaching and learning policies and strategies in the designated subject area.
- 2.3** To implement, monitor and actively promote all College Policies.
- 2.4** To work with colleagues to formulate aims and objectives for the subject and Curriculum Area, which have coherence and relevance to the needs of pupils/students and to the aims and objectives of the College.

2.5 Management of the business planning function of the subject and Curriculum Area and to ensure that the planning activities of the subject and Curriculum Area reflect the needs of pupils/students and the aims and objectives of the College.

2.6 To ensure that Health & Safety policies and practices, including Risk Assessments, throughout the subject area are in line with national requirements and are updated where necessary, therefore liaising with the College's Health & Safety Manager.

### 3. **TEACHING AND THE CURRICULUM:**

3.1 To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

3.2 To liaise with the Curriculum Team Leader and Assistant Principal (Curriculum/Timetable) to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the College's strategic objectives.

3.3 To support curriculum development within the whole Curriculum Area and to lead such development in the designated subject area.

3.4 To keep up-to-date with national developments in the subject area and teaching practice and methodology and to respond to curriculum development and initiatives at national, regional and local levels.

3.5 To liaise with the Curriculum Team Leader to maintain accreditation with the relevant examination and validating bodies.

### 4. **STAFFING:**

4.3 To play a lead role in facilitating the professional development of all members of the Curriculum Area, that training needs are identified and that appropriate programmes are designed to meet such needs.

4.4 To engage actively in the performance management review process and act as reviewer for a group of staff within the designated Curriculum Area and subject.

4.5 To ensure the effective efficient deployment of all staff, including classroom support, CCAs etc.

4.6 To participate in the College's ITT and Staff Development programme.

4.7 To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Curriculum Team, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the Curriculum Area.

4.8 To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with college procedures.

4.9 To be responsible for the day-to-day management of staff within the subject area, act as a positive role model, promote team work and ensure effective working relations.

### 5. **QUALITY ASSURANCE:**

5.1 To be a lead partner in carrying out quality assurance and development (QUAD) work in the curriculum area and acting as required to constantly develop the quality of teaching and learning provision for the benefit of our young people and our colleagues.

5.2 To assist in the process of the setting of challenging and stretching targets within the subject and Curriculum Area and to work towards their achievement.

5.3 All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

## **6. MANAGEMENT INFORMATION:**

- 6.1 To ensure the maintenance of accurate and up-to-date information concerning the pupils/students and subject and Curriculum Area on the management information system.
- 6.2 To lead in the use of analysis and evaluation of performance data in the subject area and use this effectively to raise standards and the quality of provision.
- 6.3 To lead, produce and monitor reports in the subject area within the quality assurance and development (QUAD) cycle.
- 6.4 To lead in the production of reports on examination performance in the subject area, including the use of value-added data.
- 6.5 To lead in the identification of exam entries within the subject area.
- 6.6 To provide the Curriculum Team Leader with relevant information relating to the Subject Team's performance and development

## **7 COMMUNICATIONS AND LIAISON:**

- 7.1 To help to ensure that all members of the subject and Curriculum Area are familiar with its aims and objectives and the College's mission, aims and objectives.
- 7.2 To ensure effective communication/consultation as appropriate with the parents/carers of pupils/students.
- 7.3 To contribute to the development of effective links and partnership with others in the local, national and global community, including schools, collaborative groups, community groups, Higher Education institutions, industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- 7.4 To contribute to the planning and delivery of College liaison activities.
- 7.5 To represent the Curriculum Area's and subject's views and interests.

## **8. MANAGEMENT OF RESOURCES:**

- 8.1 To assist the Curriculum Team Leader in identifying resource needs and ensuring the efficient/effective use of physical resources. Within the subject area, manage all available resources within guidelines and procedures.
- 8.2 To co-operate with other key staff, including staff in the Curriculum Area and other staff in 'school' and across the whole college, to ensure a sharing and effective usage of resources to the benefit of the College and the pupils/students.

## **9. PASTORAL SYSTEM:**

- 9.1 To monitor and support the overall progress and development of pupils/students within the subject and Curriculum Area.
- 9.2 To help to monitor pupil/student attendance together with pupils'/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.
- 9.3 To constantly strive to provide excellent care and service to pupils and their families in carrying out the role of Personal/Form Tutor, fulfilling the duties associated with that role as outlined in the generic job description.
- 9.4 To contribute to PDC/PSHE, Citizenship and Enterprise Education according to the College policy.

9.5 To play a lead in the behaviour management system in the Curriculum Area so that effective learning can take place at all times.

**10. COLLEGE ETHOS:**

10.1 To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils/students follow this example.

10.2 To support the College in meeting its legal requirements for worship.

10.3 To promote actively the College's corporate policies.

10.4 To comply with the College's Health & Safety policy and undertake risk assessments as appropriate.

**11. GENERAL DUTIES:**

11.1 To carry out the duties of a classroom teacher in accordance with the Teachers' Conditions of Service.

11.2 To carry out a share of supervisory duties in accordance with published schedules.

11.3 To participate in appropriate meetings with colleagues and parents relative to the above duties.

11.4 To carry out any reasonable duties as determined by the Principal.

**12. NOTES:**

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

12.2 This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. On allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the College's published Time Budget Policy and have regard to the Teachers' Conditions of Employment.

12.3 This job description is not a comprehensive definition of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**13. SIGNATURES:**

The College will endeavour to make any necessary reasonable 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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signed: (Teacher)**

**Date:**