

JOB DESCRIPTION



PRINCIPAL RESPONSIBILITIES

JOB TITLE: Assistant Senior Curriculum Leader

RESPONSIBLE TO: Appropriate Senior Curriculum Leader

PRINCIPAL RESPONSIBILITIES

1.	As Assistant Curriculum Leader, she / he has responsibility for assisting with the leadership of the curricular areas with the following duties and responsibilities: <ul style="list-style-type: none">- The management and leadership of staff.- The delegation of responsibilities and tasks as appropriate.- Standards of achievement.- Quality of teaching and learning.- The allocation, distribution and management of resources.- To assist the senior curriculum leader in the review and evaluation of the curriculum, to ensure that what is intended is being undertaken.- The effective delivery of performance management.- To promote and oversee primary curriculum liaison.- To encourage community developments.- To keep up to date with curriculum changes- To use data for raising standards
2.	To be involved in the teaching of all courses within the department in line with the school's agreed curricular aims and objectives and to keep under continuous review the contribution and effectiveness of teaching within the department.
3.	To ensure that course aims and objectives, syllabuses, schemes of work, methods of approach and assessment are clearly stated within the framework of the National Curriculum, and the school's agreed aims and objectives and updated as necessary according to the level of ability of the pupils.
4.	To undertake whole school responsibilities commensurate with the tier of leadership.
5.	To write reports pertaining to the above responsibilities.
6.	To assist in the timetabling of staff within the area.
7.	To monitor the progress of all pupils taught by members of the department, to ensure high standards of work and behaviour and to take appropriate measures to rectify the situation if satisfactory progress is not made.
8.	To meet and advise where appropriate, in consultation with pastoral staff, parents of children who have a problem with their work.
9.	To encourage teachers within the department to instil in pupils a sense of pride in their work by classroom displays and exhibitions where appropriate.
10.	To make recommendations on the appropriate deployment of staff and advise and assist with the appointment of new staff within the department.

11.	To promote the welfare and development of departmental staff, including new and student teachers, ensuring that the proper guidance is given as to teaching approach, setting and marking homework, preparation of tests, examinations and classwork.
12.	To oversee the departmental capitation allowance and the ordering, receiving, checking, accurate recording and security of all resources, equipment and teaching aids.
13.	To ensure the safety of pupils and staff under her / his care.
14.	To encourage pupils to participate in school activities and clubs.
15.	To assist in the promotion of the good name of the school within the community.
16.	Other such duties of a Subject Teacher as described in the Conditions of Employment of School Teachers and any tasks included in the Departmental Handbook or those negotiated with the Headteacher.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.