

BEACON ACADEMY

JOB DESCRIPTION

Deputy Curriculum Leader

Reports to: Curriculum Leader

Accountable to: Curriculum Leader/Headteacher

Salary: MPS/UPS + TLR 2a

This appointment is subject to the current conditions of employment of teachers contained in the Academy Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the academy's articles of government.

This job description may be amended at any time following discussions between the Headteacher and member of staff, and will be reviewed annually.

In addition to the requirements of a class teacher (attached to this document), areas of responsibility and key tasks:-

PURPOSE OF JOB: To assist the Curriculum Leader with delegated aspects of the leadership and management of a core curriculum subject.

Main activities and responsibilities:

Work with the Curriculum Leader and through subject staff to develop and provide continuous improvement to the Curriculum area. Work with the support of and under direction of the Curriculum Leader.

To deputise for the Curriculum Leader in any short term absence to ensure operational continuity of provision.

To support the development and implementation of policies and practices which reflect the academy's commitment to high achievement through effective teaching and learning.

- To have an enthusiasm for the subject, which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives.
- To use relevant academy, local and national data to inform targets for development and further improvement for individuals and groups of pupils.

- To support the development of plans for the subject which identify clear targets, time scales and success criteria for its development and/or maintenance in line with the academy improvement plan.
- To support the monitoring of progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.
- To attend meetings as directed by the Curriculum Leader in line with academy policy.
- To have knowledge of current developments relating to the subject such as Information and Communications Technology, local and national pedagogy, classroom management, research and inspection findings, statutory requirements, and comparative data.
- To promote and encourage out of classroom activities through visits, exchanges, extra curricular activities and clubs.

Teaching and Learning

- To deliver consistently good or better teaching.
- To use own classes as examples of high quality teaching and learning in the faculty.
- To ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through agreed schemes of work, supported by outstanding lesson plans, developed annually in line with the academy improvement plan.
- To help establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular termly analysis of this data in line with the Learning Cycle Schedule.
- To support the evaluation of teaching of the subject by the monitoring of teachers' plans and through work analysis and lesson observation, identify effective practice and areas for improvement, and take appropriate action to further improve the quality of teaching.
- To help develop effective links with external agencies and the local community including parents/carers, business and industry.
- To help ensure that teachers are aware of the implications of equality of opportunity, which the subject raises.

Support with the Leading and Management of Staff

- To secure a heightened common purpose / shared vision and secure commitment to team working from all staff, teachers, supply teachers and support staff working within the subject.
- To dress in a manner that; reflects the high standards of teaching and learning of the academy, is acceptable to the Headteacher and that is appropriate to the delivery of the subject.

Effective Deployment of Resources

- To support the Curriculum Leader by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including Information and Communications Technology applications to the subject.
- To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.
- To help colleagues to create a stimulating learning environment for the teaching and learning of the subject.
- To take on any additional responsibilities which might from time to time be determined.
- To ensure that resources to support the delivery of the subject are developed both within and outside the Faculty, such as books in the library, software on the academy server, special needs provision, cross curricular links, and appropriate academy visits / events.

Any other duties which may arise during the course of work and as authorised by the Headteacher or membership of the Senior Leadership Team. Such duties will be commensurate with the general level of this post and will be subject to the skills and abilities of the post holder.

