



NEWMAN CATHOLIC COLLEGE
HARLESDEN ROAD, WILLESDEN, LONDON NW10 3RN

JOB DESCRIPTION

CURRICULUM LEADER – HISTORY

(Maternity Cover for 1 year)

Salary – M6 To TP3 (based on experience) plus TLR 2 (£4340)per annum.

MISSION STATEMENT: Everyone contributes, everyone counts, everyone succeeds

RAISING STANDARDS

To ensure improved examination results by fulfilling the following duties:

- a) To ensure the effective implementation of the Secondary strategy
- b) To monitor students closely across the Year Groups, identifying appropriate achievement targets
- c) To monitor pupil standards and achievement against annual targets
- d) To monitor planning curriculum coverage and learning outcomes
- e) To monitor standards of pupil behaviour and application
- f) To lead evaluation strategies to contribute to overall school self evaluation
- g) To plan and implement strategies where improvement needs are identified
- h) To ensure that relevant achievement targets are met
- i) To ensure class work, homework and coursework are building towards examination success
- j) To liaise with parents in order to ensure success
- k) To ensure that the department values pupils' work by excellent displays of current work (ensuring turnover of such work and that work is available for display).

STAFF DEVELOPMENT

To ensure performance management arrangements of the department are effectively discharged. Duties in this area include:

- a) To be responsible for the pastoral care and welfare of department staff
- b) To assist in the professional development of department staff and to share expertise
- c) Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- d) To ensure that department staff are fulfilling their teaching duties in accordance with the school's aims and policies
- e) To monitor and evaluate the contribution and impact of other staff to school improvement across the department
- f) To monitor and evaluate standards of teaching, identifying areas for improvement
- g) To plan the deployment of staff expertise to achieve school improvement objectives.
- h) To take responsibility for Newly Qualified Teachers (NQTs), Beginner Teachers (BTs) and overseas trained teachers within the department.

CURRICULUM CO-ORDINATION AND DEVELOPMENT

To ensure effective delivery of all aspects of learning and:

- a) To ensure all schemes of work are appropriate in their construction and address the needs of all children including the gifted and talented and the lower achievers
- b) To review and develop schemes of work on a regular basis
- c) To monitor homework/class work and coursework in all years, ensuring that work is relevant and interesting.
- d) To liaise with Special Needs department and co-ordinate the departmental review meetings for Special Needs
- e) To develop and implement department policy on wider reading and use of the library and other resources
- f) To lead departmental meetings in such a way as to raise standards of teaching and learning in the Department and throughout the school
- g) To monitor assessment within the department in order to ensure that it informs the curriculum and leads to the raising of individual and class standards of work
- h) To ensure department's Equal Opportunities Policy is implemented
- i) To provide training for staff to use ICT in order to enhance learning and success.
- j) To enhance the learning environment and promote the celebration of your subject.

DEPARTMENTAL ADMINISTRATION AND PROCEDURES

- a) To take control of department's budget ensuring appropriate resources are available
- b) To hold regular departmental meetings and disseminate minutes, bringing to the attention of the line manager issues to be addressed
- c) To collect and submit to SLT any information required
- d) To attend meetings of the Middle Leaders' Forum.