



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

## **JOB DESCRIPTION**

### **CURRICULUM LEADER – HISTORY (TLR 2C)**

**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.