

## **ASSISTANT CURRICULUM LEADER RE JOB DESCRIPTION**

### **School Mission Statement**

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world

**Accountable to:** Headteacher, SLT Line Manager and Curriculum Leader  
RE

**TLR: 2B**

### **Job Purpose**

The post holder will work in harmony with the School's Mission Statement and keeping in mind the aim of the school which is to develop the whole person in the likeness of Christ, will contribute to the ethos of the school, in the curriculum, in working practices and in relationships with staff and pupils.

The Assistant Curriculum Leader will:

- Undertake the normal responsibilities of the class teacher
- work closely and in harmony with the Curriculum Leader RE.
- Contribute to raising standards of student attainment and achievement within the whole curriculum area and monitor and support student progress.
- Be accountable for student progress and development within areas of the subject area ensuring that challenging targets are set for all students.
- To assist the Curriculum Leader RE to develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject, in accordance with the school's aims and curricular policies.
- As required, manage effectively the deployment of teaching/support staff, financial and physical resources within the subject

## Main Tasks

### Strategic/Operational Planning

- Assist the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject.
- Be responsible for the day-to-day management, control and operation of elements of course provision with the subject team, including effective deployment of staff and physical resources.
- Monitor actively and follow up student progress.
- Implement school policies and procedures, e.g. equal opportunities, health and safety, COSHH, etc.
- Work with colleagues to formulate aims, objectives and strategic plans for the subject which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- Under the direction of, and alongside the Curriculum Leader RE, manage some of the planning function of the subject, and to ensure that the planning activities of the subject reflect the needs of students within the subject area, SiP/DiP and the aims and objectives of the school.
- Link with the Curriculum Leader RE to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.

### Curriculum Provision & Development

- Work with the Curriculum Leader RE to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements school self evaluation and the School Improvement Plan.
- Be accountable for the development and delivery of elements of the subject for which you are responsible.
- Contribute to curriculum development for the whole subject.
- Keep up to date with national developments in the subject area, teaching practice and methodology.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- Liaise with the Curriculum Leader RE to maintain accreditation with the relevant examination and validating bodies.
- Contribute to the development of key skills in the subjects for which you are a post holder.

### Staffing

- Work with the Curriculum Leader RE to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

- Continue own professional development as agreed with the Curriculum Leader RE.
- Undertake Appraisal Review(s) and to act as a Reviewer for a group of staff within the designated subject if required.
- Under the direction of the Curriculum Leader RE, make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the subject liaising with the relevant staff to secure appropriate cover within the subject.
- Promote teamwork and to motivate staff to ensure effective working relations.
- Participate in the school's ECT programme.
- Share responsibility for the day-to-day management of staff within the designated subject and to act as a positive role model.

## Quality Assurance

- Ensure the effective operation of quality control systems particularly in relation to the quality of teaching and learning within your subject responsibilities.
- Assist in the process of the setting of subject, teacher and student level targets within the subject and to work towards their achievement.
- Assist in establishing common standards of practice within the subject and develop the effectiveness of teaching and learning styles in all subject areas within the subject.
- Contribute to the schools quality assurance procedures.
- Monitor and evaluate aspects of the curriculum area/subject in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Implement modification and improvement where required or directed, particularly focussing on any outcomes of monitoring and evaluation activities.
- Ensure that the subject's quality procedures meet the requirements of self-evaluation and the School Improvement Plan.

## Management Information

- Assist in the maintenance of accurate and up-to-date information concerning the subject on the school management information system.
- Make use of analysis and evaluate performance data provided.
- Assist with identification and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- As directed by the Curriculum Leader RE, produce reports within the quality assurance cycle for the subject.
- Produce reports on examination performance, including the use of value-added data.

- In conjunction with the Curriculum Leader RE, manage the subject's collection of data.
- Contribute to the process of providing the Governing Body with relevant information relating to subject performance and development as required.

## Communication and Liaison

- Support the Curriculum Leader RE in ensuring that all members of the department are familiar with its aims and objectives.
- Ensure effective communication/consultation as appropriate with the parents of students and the students themselves.
- Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- Represent the departments views and interests.
- Contribute to the planning and delivery of school liaison activities supporting the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- Promote actively the development of effective subject links with external agencies.

## Management of Resources

- Assist in the management the available resources of space, staff and equipment efficiently within the limits, guidelines and procedures laid down.

## Pastoral System

- Assist in monitoring and supporting the overall progress and development of students within the subject.
- In support of the Curriculum Leader RE and Progress Leader take a lead to monitor student attendance together with 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.
- Act as a Form Tutor, carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- Contribute to PSHE, citizenship and CIAG according to school policy.
- Ensure the behaviour management system is implemented in the subject so that effective learning can take place.

## School Ethos

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
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- Support the school in meeting its legal requirements for worship.
- Promote actively the school's policies and procedures

## General

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future when other reasonably similar duties maybe allocated from time to time commensurate with the general character of the post and its grading. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions document as they relate to Teachers.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School.

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely effects the environment.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

**Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

Prepared by:	<b>Mrs T Hatton</b>
Designation	<b>Headteacher</b>
Date	<b>January 2024</b>

## ASSISTANT CURRICULUM LEADER RE PERSON SPECIFICATION:

Applicants must meet all the essential requirements of this post.

They must demonstrate that they have experience together with the skills, knowledge and understanding needed to be a successful Assistant Curriculum Leader RE at Maricourt Catholic High School. This will be assessed as shown in the table below:

Essential	Assessed Through
Qualified Teacher Status (Secondary Trained)	Application/Certificate
Degree appropriate to the post	Application/Certificate
A minimum of 2 years' teaching experience (at the time of appointment)	Application/Reference
Knowledge of National Curriculum requirements	Application/ Interview
Some experience of curriculum planning	Application/Reference
Evidence of excellent / broad subject knowledge	Application/ Interview/Reference
Ability to teach across the full age and ability range (KS3 - 5)	Application/ Interview/Reference
Confident about using data to improve levels of achievement	Application/ Interview/Reference
Competent use of ICT	Application
Commitment to the Catholic ethos of the school	Application/ Interview
Commitment to the Maricourt development plan and school priorities	Application/ Interview
Enthusiasm for teaching, learning and the achievement of	Application/

every student	Interview/Reference
A willingness to lead by example in the extra-curricular life of the school	Application/Interview/Reference
Highly effective classroom teacher who has a good rapport with students of all abilities	Interview/Reference
High professional standards	Interview/Reference
Good personal and interpersonal skills	Reference/Interview
Good oral and written communication	Application/Interview
Good time management and personal organisation	Application/Reference
Commitment to continued personal and professional development	Application/Interview
Evidence from current practice of commitment to excellent attendance and punctuality	Reference
<b>Desirable</b>	<b>Assessed Through</b>
Committed and practising Catholic	Application/Interview/Reference
Recent experience in an 11 - 18 school	Application/Interview/Reference