

Job Description

Job Title: Director of Curriculum

Location: North Ormesby Primary Academy

Pay Range: Leadership Scale L5 – L9

Hours of work: Full time

Reports to: Principal

Purpose of the Role:

The Director of Curriculum will be responsible for working in partnership with the Principal, supporting all areas of Curriculum leadership and management. The Director of Curriculum will have curriculum expertise and the capacity to develop subject leaders as subject experts. The Director of Curriculum will have an in-depth knowledge of primary curriculum content as well as a solid understanding of research-informed practice and teaching for memory. The Director of Curriculum will demonstrate: an enthusiasm for learning; high levels of personal integrity, discretion and professionalism; a strong moral purpose; emotional resilience; the ability to hold to account; and personal drive. The Director of Curriculum will publicly support all the decisions of the Principal and Academy Council.

Responsibilities:

Specific

- To be responsible with the Principal for Curriculum Development to raise levels of attainment by:
 - leading planning for the curriculum with particular reference to the Academy Improvement Plan
 - monitoring and developing teacher short, medium and long-term planning
 - monitoring the quality of teaching and learning across the curriculum
 - monitoring follow-up action plans
- To continually improve curriculum implementation in innovative ways
- To maintain subject leader portfolios to record evidence of work/progress
- To monitor standards of teaching and improvements in levels of attainment across the curriculum
- To support the Principal with Assessment including:
 - monitoring and moderating teacher assessments in all areas of learning
 - data collection and analysis as required
 - tracking pupil progress
 - target setting (in conjunction with Principal/SLT and academy council)
 - pupil progress dialogues
- To lead CPD for all staff

- To liaise with other Directors within the academy to ensure effective implementation of the curriculum
- To evaluate impact of the curriculum
- To embed the new 'NOPA Passions and Pathways' approach
- To ensure enrichment activities are closely matched to pupils' and curriculum needs

The Director of Curriculum will also have responsibility for leadership of Upper Key Stage 2 and will:

- Support the 'Director of Teaching and Learning' in ensuring standards of excellence in UKS2 classrooms
- Support the 'Director of Inclusion' to ensure children with SEND/EAL/INA have access to the curriculum and are in receipt of appropriate interventions
- Support the 'Director of Early Learning' to ensure children not reading at ARE receive the appropriate support
- Monitor standards and the quality of education in UKS2

Teaching and Learning:

- In addition to the role of class teacher:
- Evaluate children's progress, achievement and attainment, and report to the Senior Management Team for your curriculum area.
- To be responsible to the Principal for coordinating the work of the curriculum area, supporting and advising as appropriate.
- To monitor the quality of teaching and learning, in line with the academy policy. This may include lesson observations, monitoring of planning and scrutiny of children's work.
- To review long term planning to ensure coverage, progression and a range of learning experiences across the Key Stages.
- Support subject leaders in the development and implementation of curricular initiatives.
- In conjunction with the EVC, Coordinate and oversee the organisation of academy visits and extra-curricular activities within the Key Stage.
- Liaise closely with the other key-stage leaders to ensure continuity and progression across the Key Stages.
- To monitor the standards of behaviour and achievement within their year group.

Recording and Assessment:

- Update the Principal and governing body on the effectiveness of provision for children in your curriculum area including a termly development plan.
- Have input into the target setting process for raising achievement for children across the Key Stage and curriculum area and feedback to the Head of School/governors.
- Monitor progress across the Key Stages and curriculum area and ensure appropriate action plans are in place where issues are identified.
- Contribute to the Annual Report to Parents.

- Monitor planning to ensure individual needs are being met.
- Collect and interpret assessment data through a shared approach.

Leadership:

- Establish good relationships, encourage good working practices and support and lead teachers in an area of the curriculum.
- Plan, organise and chair relevant meetings and training when necessary.
- Oversee aspects of the organisation and management, including preparing agendas and chairing meetings, in order to ensure that academy policies and practices are being delivered.
- Support and motivate support staff working within the area of responsibility.
- Lead by example in all areas of the curriculum.
- Liaise with teaching assistants and outside agencies.
- Provide termly report for governors

Standards and Quality Assurance

- Support the aims and ethos of the academy.
- Attend and participate in open/parent evenings.
- Uphold the academy's behaviour code and uniform regulations.
- Participate in staff training.
- Participate in Continuing Professional Development with particular reference to Key Stage issues.
- Attend team and staff meetings.
- Develop links with Governors, AET and neighbouring academies/schools.

General

- To carry out the duties of a classroom teacher in accordance with the requirements of the School Teachers' Pay and Conditions Document, including The Professional Standards for Teachers.
- To carry out the duties of a Phase Leader (UKS2).
- To line manage a specific group.
- To hold membership of the Senior Leadership Team
- To work within the requirements of the National Curriculum, the Academy aims, objectives and schemes of work, and any policies of the Governing Body.
- To share in the corporate responsibility for the wellbeing of all pupils.
- To take an active role in the continual development of North Ormesby Primary Academy.
- To work with wider Trust staff on implementing, embedding and reporting on initiatives.
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Other duties and responsibilities

- Support and monitor any teachers on ITT in the Key Stage

- Carry out any other reasonable duties as directed by the head teacher in conjunction with the leadership of the Key Stage and curriculum or that of a class teacher.
- Strive for continuous improvement through ongoing professional development
- Represent the Principal when required
- Undertake any other duties as requested by the Principal/Regional Director of Education/Trust

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Director of Curriculum

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Qualified teacher status 	<ul style="list-style-type: none"> • Recent and continual professional development relevant to the post • Further professional study, eg MA, SENCO Award, SLE, NPQML, NPQSL
Knowledge/Experience	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> • Effective teaching in upper KS2 • Currently a member of SLT • In-depth knowledge of primary curriculum content 	
Skills	Line management responsibilities	<ul style="list-style-type: none"> • Have line-managed year groups or phases • Experience of delivering whole school CPD 	<ul style="list-style-type: none"> • To have had experience of leading a Key stage and/or curriculum area
	Forward and strategic planning	<ul style="list-style-type: none"> • Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence 	
	Budget		<ul style="list-style-type: none"> • Budget holder for specific area of school improvement
	Abilities	<ul style="list-style-type: none"> • A strong commitment to inclusion, with high expectations for all learners • A good understanding of effective strategies for promoting and maintaining positive behaviour in the classroom • An understanding of what makes an outstanding lesson • Highly skilled in the use of IT to enhance learning • Knowledge and understanding of effective curriculum planning, 	



		<p>assessment and record keeping</p> <ul style="list-style-type: none"> • Understand the role of parents and the community 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Ability to lead and motivate others • Ability to work as part of a team • Ability to work with parents to increase engagement and attendance • Ability to communicate effectively with a range of stakeholders • Have excellent organisational skills and the ability to work under pressure • Excellent communication skills that motivates and inspires others • To have emotional resilience and understand your own limitations • A skilled and effective classroom practitioner • To have high levels of personal integrity, honesty and strong moral purpose to provide an outstanding education for all • To have a personal drive that enhances your standing in the Academy 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	