



Job description: Curriculum Leader (primary)

Leominster Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Full time with TLR

Hours: Full-time

Contract type: Permanent

Reporting to: Headteachers

Main purpose

In addition to:

- › Fulfilling the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions Document](#)
- › Meeting the expectations set out in the [Teachers' Standards](#)

The curriculum leader, under the direction of the headteachers, will take lead responsibility of the curriculum to secure:

- › High-quality teaching
- › Effective use of resources
- › Improved standards of learning and achievement for all

Duties and responsibilities

Leading the curriculum

- › To lead Maths and English across the school
- › To manage the foundation subject coordinators
- › Design, develop and regularly review the vision, aims and purpose for the curriculum
- › Maintain the curriculum over time, amending it as required
- › Liaise with other teachers and senior leaders in the process of developing and implementing the curriculum

- Make sure that the curriculum:
 - Is well planned, sequenced and relevant
 - Meets the needs of all pupils
 - Reflects the requirements of the National Curriculum
 - Is implemented effectively and consistently across the school
- Working with the Senior Management Team, establish and manage an appropriate system for assessing progress to ensure the curriculum has a positive impact on pupils' learning
- Working with a Senior Management Team and staff to ensure a high quality of teaching is delivered to pupils to raise achievement and standards in the curriculum for all
- Keep up to date with national and international developments that may affect the curriculum
- Contribute to the school's self-evaluation on the effectiveness of the curriculum, its intent, implementation and impact
- To formulate an action plan based on the Headteachers annual school priorities with the School Development Plan

Leading and managing staff

- Hold staff meetings and deliver training on the curriculum and keep staff informed of any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the curriculum
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the curriculum is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the curriculum
- Present to staff, senior leaders, governors and parents (if required) on the curriculum
- Coach and model team teaching
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Degree• Qualified teacher status
Experience	<ul style="list-style-type: none">• Successful experience of curriculum leadership• Teaching experience
Skills and knowledge	<ul style="list-style-type: none">• Expert knowledge of the National Curriculum, particularly in Maths and English• Understanding of high-quality teaching and learning strategies, and the ability to model this for others and support others to improve• Understanding of how to design and develop a well-sequenced curriculum• Understanding of assessment and data and how to use assessment data effectively• Awareness of local and national organisations that can provide support with delivering the curriculum• Ability to build effective working relationships with staff and other stakeholders, both orally and in writing• Ability to adapt teaching to meet pupils' needs• Ability to build effective working relationships with pupils• Knowledge of guidance and requirements around safeguarding children• Good IT skills• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to deliver training effectively• Ability to produce good quality written reports• Experience of evaluating lessons and reporting back to SLT
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Uphold and promote the ethos and values of the school• Ability to work under pressure and prioritise effectively• Understanding of confidentiality• Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteachers signature: _____

Date: _____

Postholder's signature: _____

Date: _____