Curriculum Leader and AIP Priority Leader
TLR 2A

Job Description
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| Role:       | **Curriculum Leader and AIP Priority Leader - TLR 2A**  
| Start:      | **September 2016**  
| Review Date:| **September 2017**  

**TEACHING RESPONSIBILITIES**

- Undertake the duties of a teacher as specified by the most recent School Teachers’ Pay and Conditions Document (STPCD).

**GENERAL**

- Promote the agreed vision of the Academy.

- Be committed to raising standards of achievement.

- Provide a safe, welcoming, organised, creative and interesting learning environment.

- Be aware that each child has a right to equal opportunities and equal access to the curriculum.

- Implement all the policies agreed by the Governing Body.

- Maintain high expectations and insist the children always produce their best.

- Maintain good order and discipline among the pupils when they are in school and engaged in school activities elsewhere.

- Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.

- Work collaboratively with colleagues in a team, setting high professional standards.

- Take an active part in the life of the Academy.
Curriculum

- Plan and prepare pupils’ work and lessons within the parameters laid down by the Planning Policy and Academy schemes of work.
- Differentiate work so that the needs of all children are met.
- Provide guidance and advice to pupils on educational, social and moral matters.
- Be prepared to take responsibility for an extra-curricular activity.

EVALUATION, ASSESSMENT AND RECORD KEEPING

- Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies.
- Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.
- Mark work, providing regular feedback, according to the agreed Marking and Presentation Policy.
- Set regular ambitious yet achievable targets for the children.

OTHER RESPONSIBILITIES

- Take responsibility for a curriculum area.
- Participate in scheduled meetings, including a weekly team meeting.
- Participate in duty rosters, including taking assemblies.
- Participate in the Academy’s arrangements for performance management and other professional development activities.
- Facilitate the training of students as required.
- Safeguard the health and safety of all children.
CURRICULUM LEADER RESPONSIBILITIES

• Take responsibility for a curriculum area across the whole Academy.

• Generate an atmosphere of focus, drive and high expectations based on your own practice.
   Be a strong role model.

• Advise and support teachers in your curriculum area.

• Ensure agreed structures and policies are observed by all members of the team.

• Plan and lead staff meetings, assemblies and morning briefings where applicable.

• Monitor planning on a regular basis to ensure it effectively meets the needs of the children.

• Regularly monitor the marking of children’s books ensuring high expectations are maintained and Academy procedures are followed within your area.

• Monitor and moderate the assessments of your subject area.

• Support teachers in the planning of the subject area.

• Prepare an annual written report for the Curriculum Committee of the Governing Body.

• Provide good, clear information for parents.

• Mentor newly qualified teachers in your team.

• Keep notes on matters relating to the team including: meetings with staff, interactions with parents and incidents involving children. Notes should be dated and outline key points.

AIP PRIORITY LEADER RESPONSIBILITIES

• Lead on a priority identified in the current AIP, involving other staff where appropriate.

• Devise and implement an action plan for the current academic year.

• Evaluate the impact of actions at the end of the academic year.
• Keep up-to-date with current developments in the designated area and communicate these to the staff, advising on INSET needs and liaising with relevant personnel/services as appropriate.

• Where appropriate, implement appropriate assessment and tracking procedures.

• Where appropriate, monitor standards of achievement in the designated area.

• Ensure issues of equal opportunities/access are addressed in the designated area.

OTHER LEADERSHIP RESPONSIBILITIES

• Ensure the Headteacher remains fully informed of important matters relating to your responsibilities.

Signed: ____________________________ Date: __________