



FIDE ET LABORE

Ss John Fisher, Thomas More High School

Job Title: Assistant Curriculum Leader

Salary Scale: 2b

Responsible to: Curriculum Leader, SLT Line Manager

Mission Statement: *'I have come that they may have life and have it to the full'*

John 10:10

Fisher More is a Catholic High School established by the Catholic Community of the Pendle District under the trusteeship of the Salford Diocese to work in partnership with parishes and parents to provide the best possible education for our young people between the ages of 11 and 16, building on the foundations laid in Primary School and preparing for their future development at Sixth Form College or other post-sixteen establishment or in the world of employment and training.

We stand for a rich Catholic tradition which is based on the Gospels and in the person and teaching of Jesus who is the fullest expression of mankind.

We recognise and endeavour to serve the needs of all members of the school community - academic, spiritual, moral, social and physical. We acknowledge in particular the needs of those who are disadvantaged in any way.

We value the importance of fostering and developing the potential of each person in justice and equality and in educating each pupil as a whole person, made in the image and likeness of God. We encourage all of them to accept a curriculum, which is challenging of contemporary society and to play their part in it. We believe in the pursuit of excellence, not only in academic studies, but in all that has to do with life.

Core Purpose:

In support of the Curriculum Leader, to provide professional leadership and management to secure the highest quality teaching and learning, assessment and deployment of all resources which will lead to ensuring that the best possible outcomes for all pupils both in terms of attainment and progress are achieved in the department

Specific Responsibilities:

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

Specifically to hold responsibility for:

- The overall achievement and attainment of KS3 pupils
- The development, improvement and implementation of teaching and learning strategies to support KS3 pupils and their teachers.
- The monitoring and reporting on the effectiveness of strategies to support pupils in KS3.
- Reducing the gap in progress and attainment in key groups of pupils in KS3.
- Lead on the development of KS3 SoW by engaging all subject staff in their creation and consistent implementation.

Other responsibilities include:

1. Strategic direction and development of the subject

- To develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
- To demonstrate an enthusiasm for the subject which motivates and supports other subject staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives.
- To display a developing and professional knowledge base together with the ability to identify the key implications for subject development.
- To use relevant school based, local and national data to inform targets for development and further improvement for individuals and groups of pupils at KS3.
- To establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular analysis of this data.
- To establish and implement a variety of systems and processes which provide good information gathering about pupils' prior learning, their progress and achievements and the quality of teaching and learning in the subject.
- To support the Curriculum Leader in the creation and execution of the department development plan (DDP). This will identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the whole school improvement plan.
- To support the Curriculum Leader in regularly reviewing and evaluating the progress towards the targets set in the DDP.
- To provide regular progress updates to the Curriculum Leader to ensure that they are fully aware of all successes, issues and concerns in the department.
- To ensure, where appropriate, representation of the department at both Progress and Curriculum Leader meetings.

2. Teaching and learning

- To support the Curriculum Leader in leading the subject staff in the teaching of the subject, and provide a role model for high quality teaching and learning in the subject.
- To keep abreast of new developments in content and teaching style particularly at KS3.
- To support the Curriculum Leader in monitoring and evaluating the department's examination specification and schemes of work.
- To support the Curriculum Leader in ensuring that all subject staff follow the agreed examination specification.
- To support the Curriculum Leader in ensuring that examinations or other suitable methods of assessment are devised and applied at appropriate times.

- To ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group (except where some sets are following alternate SEND specific courses).
- To initiate and, where appropriate, organise curricular and educational enhancement activities related to the subject.
- To support the Curriculum Leader in providing regular feedback and INSET to all subject staff on teaching
- To support the Curriculum Leader in using a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff, and take appropriate action to improve further the quality of teaching and learning.
- To support the Curriculum Leader in providing quality assurance, monitoring and intervention with all subject staff.
- To support the Curriculum Leader in monitoring progress and evaluating the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes.
- To provide regular feedback to the Curriculum Leader to help the school evaluate its practice.
- To support the Curriculum Leader in the regular review of the standards of teaching and learning in the subject area
- To support the Curriculum Leader in ensuring that subject staff are aware of the implications of equality of opportunity which the subject raises.

3. Leading and managing staff

- To give necessary help and guidance to all subject staff.
- To support the Curriculum Leader in providing training of ITT student teachers.
- To support the Curriculum Leader in inducting NQTs and new staff.
- To support the Curriculum Leader in ensuring that all subject staff understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies.
- To support the Curriculum Leader in assisting members of the department in discipline matters.
- To support the Curriculum Leader in securing, maintaining and integrating the collaborative effort of the subject staff so that involvement, commitment and team spirit are promoted.
- To support the Curriculum Leader in ensuring that subject staff are familiar with and follow all school and departmental policies e.g. reports, disciplinary procedures, setting and marking of work.
- To support the Curriculum Leader in drafting reports and references on present and past members of the department.
- To support the Curriculum Leader in managing the support staff in the department.
- To alert the Curriculum Leader of any complaints regarding subject staff and discuss strategies for the support of teachers as required.
- To implement and promote the use of the appraisal process to develop the personal and professional effectiveness of subject staff.
- To act as an appraiser of identified members of subject staff if necessary.
- To support the Curriculum Leader in ensuring that all subject staff have high quality professional development opportunities.

4. Resource Management

- To maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.
- To support the Curriculum Leader in administering efficiently and effectively the resources and capitation of the department.
- To support the Curriculum Leader in ensuring that the teaching area allocated to the department is kept in good order.
- To support the Curriculum Leader in ensuring colleagues create a stimulating learning environment for the teaching and learning of the subject.
- To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.

- To support the Curriculum Leader in planning the deployment of staff expertise to achieve the targets in the SIP.

5. General duties of all teachers at Fisher More:

- To promote the aims of the school improvement plan as appropriate to the professional role of a teacher.
- To provide successful teaching and learning opportunities for all pupils.
- To be committed to improving the quality of your teaching by engaging with all aspects of department and whole school CPD.
- To be committed to the innovative use of all aspects of ICT.
- To be the personal tutor of an assigned form group and carry out all related duties as required.
- To perform supervisory duties in accordance with the published rotas.
- To participate in appropriate meetings with colleagues and parents.
- To celebrate, encourage and reward the achievements of all pupils.
- To promote and actively maintain good order and discipline in school.
- To liaise with colleagues as necessary and where appropriate.
- To take part in in-service training and Appraisal.
- To promote a positive leaning environment in classrooms and in the wider school.
- To attend/lead assemblies as required.
- To follow all school policies, procedures and instructions as outlined in the school Staff Handbook.
- To follow the procedures and instructions of the school and governing body.
- To work at the reasonable discretion of the Head teacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the head teacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Agreed by:	Date: