



Job Description

JOB TITLE	Head of Department / Curriculum Leader
PHASE	Secondary
REPORTING TO	Director of Education / Headteacher
RESPONSIBLE FOR	Specified Curriculum Area

Job Purpose

To provide professional leadership and management for their subject area and secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all pupils. To be accountable for significant, specified responsibilities focused on teaching and learning, that is not required of all classroom teachers

Duties and Responsibilities

- Lead the department, ensuring that the teaching in the school is of the highest quality and demonstrates our Thinking ethos and expectations.
- Develop and quality assure the curriculum from Year 7 to Year 13 working with our primary colleagues to establish a progressive all-through curriculum.
- Teach across all key stages, as required.
- Work alongside the school's senior leadership team to promote the specified curriculum area throughout the school.
- Line management of department staff as appropriate.
- Knowledge of the principles and practices in relation to managing Thinking, teaching and learning, as well as the quality assurance of planning and resources.
- The application of ICT to learning, teaching and management of the curriculum area(s) including One:One devices where appropriate.
- Contribute to Academy and Trust wide school improvement.
- Ensure curriculum coverage, continuity and progression in the curriculum area for all students, including the most able, SEND and disadvantaged students.
- To be accountable for the standards of attainment and achievement for all students in their curriculum area.
- To use data effectively to set targets for students' progress and intervene appropriately to support student underachievement in the curriculum area.
- Participate in the wider TSAT work to develop the provision for teaching and learning across all phases and schools.
- Provide guidance on appropriate teaching and learning strategies to meet the needs of all students.
- Evaluate the subject teaching in the Academy, identifying good practice and disseminate as appropriate, whilst also identifying areas for improvement and take action to improve further the quality of teaching and learning.



- Establish clear expectations and constructive working relationships among staff in the specified curriculum area, including team working and mutual support, devolving responsibilities and delegating tasks, as appropriate; evaluating practice, developing an acceptance of accountability.
- Liaise with SENDCo and appropriate senior staff and governors regarding standards, behaviour, targets, plans and priorities for improvement for your curriculum area.

The Head of Department / Curriculum Leader will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Director of Education, Headteacher and the appropriate Governing Body.

Other Areas of Responsibility at Maritime Academy

- Ensure the effective use of digital devices to 'Make Learning Last' within the Trust's One:One digital strategy.
- To be flexible and supportive of the Academy as it grows, develops and changes to reflect need to establish a brand-new school.
- To undertake other duties needed by the Academy as it responds to the needs of a establishing a brand new school.
- To support the development of other subject areas/ areas of school life as required which the school is establishing its staffing structures.
- To work with other leaders across the MAT to develop your own expertise as well as establishing the curriculum.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Maritime Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.



ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.



This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Head of Department / Curriculum Leader.

Name:

Signed:

Date: