| **POST TITLE** | Curriculum leader – technologies |
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| **DIRECTORATE** | Communities and Families |
| **SERVICE** | Schools & Lifelong Learning |
| **RESPONSIBLE TO** | Head Teacher |

**POST:** **CURRICULUM LEADER – MATHS AND NUMERACY**
**SCHOOL:** **CRAIGROYSTON COMMUNITY HIGH SCHOOL**

## Job Outline

The Curriculum Leader will manage and lead a team of teaching staff within Craigroyston Community High School to ensure high quality teaching and learning with the ultimate aim of maximising attainment and achievement for all pupils. S/he will work as the Curriculum Leader of Technologies, with a specific remit to take a lead role in managing this curriculum area.

As well as managing discrete courses, s/he will be expected to be forward-thinking and innovative in terms of delivering the most appropriate courses to all levels of ability at all stages in the school.

The Curriculum Leader will be an active member of the school management team who will be responsible for the development, implementation and monitoring of effective teaching and learning policies and procedures within the allocated department(s).  A knowledge of current theories and practice relating to effective classroom teaching is required, along with an ability to ensure that such theories and practice are successfully implemented within the department and across the school as appropriate, taking account of school, Council and National Priorities.

The Curriculum Leader will undertake the duties outlined for all teachers as set out in Annex B of 'A Teaching Profession for the 21st Century'.

The Curriculum Leader will undertake duties related to the following:

a)  responsibility for the leadership, good management and strategic direction of colleagues

   - to be responsible for the planning and strategic direction of the Technologies Faculty in the school.
   - to oversee the Faculty Improvement Plans for the appropriate priority areas and be accountable for their progress.
   - to manage the budget and resources of the faculty.
   - to be involved in the recruitment of staff.

b)  curriculum development and quality assurance

- to develop and retain an overview of the direction, scope, and pace of curriculum development within the faculty.
- to promote, develop, implement, and monitor school policies related to teaching and learning.
- to work with and advise colleagues in a professionally supportive and practical manner to ensure best practice in the classroom.
- to promote active participation of pupils in classroom experiences and their participation in self-evaluation and target-setting exercises in line with school policy.
- to oversee arrangements for assessment and reporting within the faculty.
- to ensure that assessment records are carefully analysed to identify areas of success or concern.

c) contribute to school policy in relation to the behavior management of pupils.

- to support colleagues in the effective implementation of the school's behavior policies.

d) the management and guidance of colleagues

- manage faculty meetings and faculty quality assurance files.
- to ensure that colleagues are familiar with whole-school policies and the whole school improvement plan.
- to maintain a faculty handbook.

e) reviewing the CLPL needs, careers development and performance of colleagues

- to carry out professional reviews within the faculty.

f) the provision of advice, support, and guidance to colleagues

- to initiate professional discussion, as appropriate, relating to theories, practices and research information on teaching and learning strategies.

g) working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate

- to be responsible for the health and safety of the faculty including managing risk assessments for the department(s), as appropriate.
- to be responsible to the relevant Depute Head Teacher for the quality of learning and teaching in the faculty.
- to participate in whole-school consultation, cross-departmental discussion and decision-making processes and subject enquiries.
- to promote and implement effective links with Pupil Support staff (including Support for Learning).
- to meet parents and specialist agencies as necessary
- to liaise with the school SQA Co-Ordinator and other colleagues to ensure collection of accurate data for SQA examinations and post-result service requirements and the construction of internal examination arrangements.

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**Note: Candidates are required to be registered, or eligible to be registered with, the General Teaching Council for Scotland (GTCS).**