

POST TITLE	CURRICULUM LEADER - MATHEMATICS
DIRECTORATE	COMMUNITIES AND FAMILIES
SERVICE	SCHOOLS & LIFELONG LEARNING
RESPONSIBLE TO	HEAD TEACHER

POST: CURRICULUM LEADER,
MATHEMATICS
SCHOOL: ST AUGUSTINE'S RC HIGH
SCHOOL

Section 1: Background information

Headteacher: Mr A O'Doherty
School Address: 208 Broomhouse Road
Edinburgh
EH12 9AD
Tel: 0131 334 6801
Fax: 0131 334 7329
Website: www.st-augustines.edin.sch.uk
E-mail: admin@st-augustines.edin.sch.uk
School Roll: 1008 students
Staffing Structure: The Senior Leadership Team comprises the Headteacher, 3 Depute Heads, a Senior Development Officer and a Business Manager. Total staffing complement is made up of **76 FTE** Teaching Staff and 18 FTE Support Staff. There are 14 Curriculum Leaders (including 4 Pupil Support Leaders & 1 x Support for Learning Leader) FTE Teaching Staff 6
Staff Managed by CL

History and Description of the School

The school, originally opened in 1969, was rebuilt in 2010 and is now part of the PPP2 project.

St Augustine's High School is a Catholic secondary school of approximately 1008 students situated in the west of the City of Edinburgh. Its catchment

area encompasses five Catholic primary schools extending from Sth Queensferry in the north to Balerno in the south. However, due to parental choice, our current S1 has students from 31 primaries.

St Augustine's stresses the importance of high levels of achievement for every student and there is a strong sense of community within the school. All staff of St Augustine's, teaching and non-teaching, are prepared to make a positive contribution to the school as a whole and to play their part as members of the St Augustine's community.

Accommodation and Facilities:

The school building is only 15 years old and comprises of a main teaching block and a separate PE department (which includes a pool shared with Forrester HS). There is a grass pitch and 3G/4G pitches too.

We welcome applicants from all backgrounds, however, since this is a Roman Catholic school, appointees will require to be approved with regard to religious belief and character by the Church. The successful candidate must therefore contact the Edinburgh Diocesan Staffing Adviser to verify or establish their status with regard to Church Approval. The candidate should go to the website: www.sces.org.uk/church-approval and fill in the relevant forms online.

The school is firmly committed to raising attainment and promoting achievement, offers a wide range of subjects and successfully presents students for SQA exams at all levels. As well as a strong record in supporting young people into the world of work, the school has, over many years, successfully supported significant numbers of high attaining students into a wide range of courses at Universities across the UK. The school knows all young people very well and ensures that they move on to the most suitable positive destination.

Section 2: Job Outline

The Curriculum Leader will manage and lead a team of teaching staff within St Augustine's RC 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 Mathematics with a specific remit to take a lead role in managing Mathematics and Numeracy in this curriculum area. This faculty currently has 7 FTE members of teaching staff, including the Curriculum Leader.

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 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 Mathematics (Mathematics & Numeracy).
- 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 behaviour management of pupils
 - to support colleagues in the effective implementation of the school's behaviour 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 Mathematics 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 Mathematics 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.

Section 3: Any special requirements

The Curriculum Leader will have significant relevant experience as a teacher who is qualified to teach one or more subjects in the faculty (Mathematics and Numeracy) and have achieved the highest level of professionalism in the classroom. A sound knowledge of current national curricular developments and teaching and learning theory and practice and willingness to keep

abreast of such developments and theory will be required. Evidence of a clear ability to implement and evaluate such methodology will also be of critical importance.

The Curriculum Leader must be able to demonstrate an ability to create, motivate and work effectively within a team and organise workload to meet deadlines. Good management liaison, communication and presentational skills and a commitment to maximising pupil progress are essential to this post.

The Curriculum Leader should demonstrate:

- proven ability to form good relationships with pupils, parents, staff and the wider community
- enthusiasm, energy, commitment, initiative, optimism and flexibility
- an empathy with pupils
- a commitment to personal development

Section 4: Additional Information

The City of Edinburgh Council is an equal opportunities employer and will prevent discrimination, particularly on the grounds of sex, marital status, race, colour, religious belief, political belief, sexuality, nationality, ethnic origin, age, trade union activity, responsibility for dependents or employment status.

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