| POST TITLE | CURRICULUM LEADER |
|---|---|
| DIRECTORATE | EDUCATION AND CHILDREN'S SERVICES |
| SERVICE | SCHOOLS & LIFELONG LEARNING |
| RESPONSIBLE TO | HEAD TEACHER |

**POST:** CURRICULUM LEADER, Design Technology
**SCHOOL:** Trinity Academy

**Section 1: Background information**

| | |
|---|---|
| Headteacher: | Nick Burge |
| School Address: | Trinity Academy, Craighall Avenue, EH6 4RT |
| Tel: | 0131 478 5050 |
| Website: | www.trinity.edin.sch.uk |
| School Roll: | 1004 |
| Staffing Structure: | The Senior Leadership Team comprises the Headteacher, 3 Depute Heads, and a Business Manager.
Total staffing complement is made up of 61 FTE Teaching Staff and 14 FTE Support Staff.
There are 14 Curriculum Leaders (including 4 Pupil Support Leaders and 1 Support for Learning Leader) |
| Staff Managed by CL | 4 FTE Teaching Staff |
| Teaching time: | 450 minutes |

**History and Description of the School:**

The original Victorian building, which dates from 1893, was extended in 1965.  A further extension and major refurbishment were completed in 1995 at a cost of £6.5 million. This produced a "one-site school" which is very well equipped to serve the pupils of the area in the 21st century

The playing fields and changing rooms are at Bangholm, less than five minutes' walk from the school. This facility was upgraded in 2008, and pupils can now enjoy physical education in a modern, high-quality environment.

At Trinity, we are focused on developing the whole child and providing many opportunities for young people to achieve success. We have good links with our local Primary Schools and work closely with their staff to ensure that the transition to secondary school is as effective as possible. Through high quality learning and teaching from our committed and caring staff we provide a supportive and challenging educational experience. We have a strong record of academic achievement and provide a wide curriculum to meet the range of pupils' needs while

our program of extra-curricular activities, excursions and other activities enhance learning and develop a range of life skills.

The school is outward looking, having established excellent links with the community and local business. Vocational preparation remains a high priority, and we are one of the few schools in Edinburgh to provide work experience for all S4, S5 and S6 pupils.

Trinity Academy is a school at the heart of the local community with high expectations and aspirations. We are committed to ensuring that our pupils are challenged, successful and happy.

**Accommodation and Facilities:**

A £6.5 million building and refurbishment program which culminated in a 'one-site school' was completed in August 1995. The school will undertake another renovation, which began in summer 2024. Currently the school consists of the following:

A Science / Home Economics block

A Craft Design Technology block

A Music department with 3 large teaching areas and several instructors' rooms

Classrooms for Business Education, Computing, Modern Languages, Social Subjects, English, Mathematics, Art & Design, RME and Learning Support.

Playing fields and changing facilities are at Bangholm, less than five minutes' walk from the school. The new site at Bangholm was completed in August 2022, this includes a Fitness Suite, Dance Studio, Large and Small gymnasia and many outdoor spaces.

**School Improvement Plan:**

The school is firmly committed to raising attainment and promoting achievement. This is a whole school priority in the improvement plan Session 2025-2026 and reflects local CEC and national priorities.

**Section 2: Job Outline**

The Curriculum Leader will manage and lead a team of teaching staff within Trinity Academy to ensure high quality teaching and learning with the aim of maximising attainment and achievement for all pupils. S/he will work as the Curriculum Leader of Design Technology, with a specific remit to take a lead role in managing this curriculum area, covering the following subjects Design & Technology, Design & Manufactor, Graphic Communication, Practical Woodwork, Fashion Textiles Technology and Practical Cooking.  This faculty currently has 5 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 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 21$^{st}$ Century'. S/he will teach up to 10 hours per week.

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 Design Technology 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 Design Technology 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 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 Design Technology 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 Design and Technology 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 Design & Technology 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 dependants or employment status.

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