

POST TITLE	CURRICULUM LEADER
DIRECTORATE	Children, Education and Justice Service
SERVICE	SCHOOLS & LIFELONG LEARNING
RESPONSIBLE TO	HEAD TEACHER

POST: CURRICULUM LEADER Mathematics and Numeracy
SCHOOL: BROUGHTON HIGH SCHOOL

Section 1: Background information

Headteacher: Roberta Porter
School Address: East Fettes Avenue, Edinburgh.
Tel: 0131 332 7809
Website: www.broughton.edin.sch.uk
E-mail: admin@broughton.edin.sch.uk
School Roll: 1262
Staffing Structure: The Senior Leadership Team comprises the Headteacher, 4 Depute Heads, Director of Music School and a Business Manager.
Total staffing complement is made up of 85.47 FTE Teaching Staff and 18.27 FTE Support Staff.
There are 14 Curriculum Leaders (including 5 Pupil Support Leaders and 1 Support for Learning Leader)

Our School:

The School in Context

Broughton High school is a large Secondary school located to the north of the city centre. Our school building is a superb example of modern architecture: its appearance inspires those who learn and work here, and it operates very effectively as a learning environment.

Broughton fully integrates and embraces three specialist provisions into the life and work of the school: the Edinburgh Music School, the SFA Performance School and the Specialist Dance Unit.

We are a growing and improving school. Our attainment levels in many key measures are the best since records began in 2001. More of our students move on to positive destinations than ever before. Learning, ethos, partnership working and staff commitment are all at high levels and our pupils enjoy learning here and are proud to be part of the school.

School Improvement Plan:

The school is firmly committed to raising attainment and promoting achievement. The School Improvement Plan reflects local, City of Edinburgh Council and national priorities. The curriculum rationale is to meet the needs of every young person so that when they leave school they have a portfolio of skills, experiences, qualifications and a knowledge of the job market to ensure they enter a sustained positive destination. To that end the school strongly encourages all young people to stay on at school until the end of S6. An innovative, aspirational Senior Phase linked to employment, using vocational courses and strong college links as well as traditional subject provision ensures that every young person has a curriculum that suits their needs and ambitions.

Section 2: Job Outline

The Curriculum Leader will manage and lead a team of teaching staff within Broughton High School to ensure high quality teaching and learning with the ultimate aim of maximising attainment for all students. He/she will undertake appropriate duties within the post of Curriculum Leader of the Mathematics faculty. The Faculty of Mathematics currently has 8 teaching staff (8 FTE).

As well as managing discrete courses, he/she 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 leadership team who will be responsible for the development, implementation and monitoring of effective teaching and learning policies and procedures within the allocated departments. There will be a need to remain aware of current theories and practices relating to effective classroom teaching and an ability to ensure that appropriate implementation occurs within these departments as they focus on school, Council and National priorities. The Curriculum Leader will demonstrate enthusiasm and ability to lead and contribute to improvement in faculty and whole-school priorities. People management and a commitment to developing fellow professionals will be a definite asset.

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'. He/she will have a teaching commitment dependent upon the subject they teach.

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 Mathematics and Numeracy curricular area within whole school priorities.
 - to oversee the departmental improvement plans for the appropriate priority areas and be accountable for their progress.
 - to manage the budget and resources of the curricular area,
 - 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 and Numeracy curricular area
 - 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 students in classroom experiences and their participation in self-evaluation and target setting exercises in line with school policy
 - to oversee arrangements for assessment & reporting within the curricular area.
 - to ensure that assessment records are carefully analysed to identify areas of success or concern.
- c) contribute to school policy in relation to behaviour management of students
- to support colleagues in the effective implementation of the school's Positive Behaviour Policy
 - to contribute towards the implementation of whole-school restorative approaches
- d) the management and guidance of colleagues
- manage departmental meetings & departmental quality assurance files
 - to ensure that colleagues are familiar with whole-school policies and the whole school improvement plan
 - to maintain a curricular area handbook
- e) reviewing the CLPL needs, career development and performance of colleagues
- carry out professional reviews within the curricular area
- 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 to the relevant Depute Head Teacher for the quality of learning and teaching in the Mathematics curricular area.
 - 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 (Guidance and Learning Support)
 - to meet parents & specialist agencies as necessary
 - to liaise with the school SQA Coordinator and other colleagues to ensure collection of accurate data for SQA examinations and appeals and the construction of internal examination arrangements.

Special requirements

The Curriculum Leader will have significant relevant experience as a teacher who is qualified to teach Mathematics and has 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 students, parents, staff and the wider community
- enthusiasm, energy, commitment, initiative, optimism and flexibility
- an empathy with students
- a commitment to personal development

The post holder will work in conjunction with the substantive post holder for the duration of this contract on a job-share basis. He/she will deliver a teaching timetable within Broughton High School in accordance with City of Edinburgh protocol.

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).