

## Job description

<b>Post title</b>	Curriculum Leader
<b>Directorate</b>	Communities and Families
<b>Service</b>	Schools & Lifelong Learning
<b>Responsible To</b>	Head Teacher

POST: CURRICULUM LEADER, TECHNOLOGIES  
SCHOOL: DRUMMOND COMMUNITY HIGH SCHOOL

### Section 1

#### Background information

**Headteacher:** Rachel Robertson  
**School Address:** 41 Bellevue Place, Edinburg EH7 4BS  
**Tel:** 0131 556 2651  
**Website:** [Drummond Community High School | Nurturing Big Ambitions](#)  
**E-mail:** admin@drummond.edin.sch.uk  
**School Roll:** 641  
**Staffing Structure:** The Senior Leadership Team comprises the Headteacher, 2 Depute Heads, and a Business Manager. Total staffing complement is made up of 51 FTE Teaching Staff and 15 FTE Support Staff. There are 12 Curriculum Leaders (including 3 Pupil Support Leaders and 1 Support for Learning Leader)  
**Staff Managed by CL** 2 FTE Teaching Staff  
**Teaching time:** 19 hours

#### History and description of School

Drummond Community High School is a fully comprehensive, non-denominational secondary school based in Edinburgh city centre. We pride ourselves on our school vision of Nurturing Big Ambitions and this permeates every aspect of our diverse and inclusive school community.

Our pathways of support are designed to ensure that every young person develops their academic potential, talents, interests and abilities and we offer a wide range of opportunities across the curriculum from S1 to S6 to prepare learners for their future positive destination.

## Accommodation and facilities

Drummond Community High School is situated in the centre of Edinburgh in one main building with a large playground. We will be celebrating our 100<sup>th</sup> anniversary in 2025. The senior leadership team comprises of the Head Teacher, two Depute Head Teachers, a Business Manager.

## School Improvement Plan

Please see our school website [Drummond Community High School | Nurturing Big Ambitions](#) and contact [admin@drummond.edin.sch.uk](mailto:admin@drummond.edin.sch.uk) for further information.

## Section 2

### Job outline

The Curriculum Leader will manage and lead a team of teaching staff within Drummond Community High School to ensure high quality teaching and learning with the ultimate aim of maximising attainment and achievement for all pupils. They will work as the Curriculum Leader of Technologies with a specific remit to take a lead role in managing this curriculum area, covering the following subjects: CDT, Graphic Communication, Practical Woodwork, DEC, Business Education and Administration.

We have previously offered Computing within the Faculty and are committed to reintroducing this to the Technologies curriculum going forward. This faculty currently has 3 FTE members of teaching staff, including the Curriculum Leader.

As well as managing discrete courses, they 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 21<sup>st</sup> Century'. They will teach up to 19 hours per week.

The Curriculum Leader will undertake duties related to the following:

1. 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.
2. Curriculum development and quality assurance
- to develop and retain an overview of the direction, scope and pace of curriculum development within the Technologies 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.
3. 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
4. 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
5. Reviewing the CLPL needs, careers development and performance of colleagues
- to carry out professional reviews within the faculty
6. 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
7. 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 Technologies] 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 Technologies 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 Coordinator and other colleagues to ensure collection of accurate data for SQA examinations and post-result service requirements and the construction of internal examination arrangements

- to work with and advise colleagues in a professionally supportive and practical manner to ensure best practice in the classroom.

## Section 3

### **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).