

POST: CURRICULUM LEADER OF SCIENCE
SCHOOL: THE ROYAL HIGH SCHOOL

Section 1: Background information

Headteacher: Pauline Walker
School Address: The Royal High School
4 East Barnton Avenue
Edinburgh
EH4 6JP
Tel: 0131 336 2261
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Website: www.royalhigh.edin.sch.uk
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School Roll: 1570
Staffing Structure: Senior Leadership Team comprises of the Headteacher, 4 Depute Heads, and a Business Manager. Total staffing complement is made up of 112 Teaching Staff and 25 Support Staff. There are 20 Curriculum Leaders (including 4 CLs Support for Pupils and 1 CL Support for Learning).
Staff Managed by CL : 15.08 FTE Teaching Staff (includes CL and Assistant CL Science)
Teaching time: 18 hours

History and Description of the School:

The Royal High School is a six year co-educational comprehensive school. It serves the secondary education needs of an area on the North West side of the city of Edinburgh, with pupils drawn mainly from its four associate primary schools: Davidson's Mains, Cramond, Blackhall and Clermiston.

The school roll is 1570 for the current session, and there is a high rate of return in the senior school. The attainment levels in the school are of a consistently high standard. The school offers a wide range of courses from S1 to S6 and presents pupils for SQA examinations at a wide range of qualifications including NPAs, National 3,4,5, Higher and Advanced Higher.

Accommodation and Facilities:

The school can trace its origins back to 1128, but has occupied its current site since the late 1960s. It was refurbished in 2004 as part of a Public Private Partnership arrangement and provides a high standard of accommodation and facilities. The school offers an extensive extra-curricular programme.

School Improvement Plan:

The school is firmly committed to raising attainment and promoting achievement. The whole School Improvement Plan reflects the City of Edinburgh Council's Priorities and the National Priorities.

Section 2: Job Outline

The Curriculum Leader will manage and lead a team of teaching staff within The Royal High School to ensure high quality teaching and learning with the ultimate aim of maximising attainment and achievement for all students. He/she will work as the Curriculum Leader of Science with a specific remit to take a lead role in managing the Faculty. This faculty currently has 15.08 FTE members of teaching staff, including the Curricular Leader and an Assistant Curricular Leader of Science.

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 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'. He/she will teach up to 18 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 Faculty in the school.
 - to oversee the Science 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 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 faculty.
 - 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 Management Policy
- d) the management and guidance of colleagues
- manage faculty meetings & 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
 - to manage relevant support staff
- e) reviewing the CPD needs, careers development and performance of colleagues
- 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
- k) working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate
- to be responsible to the relevant Depute Headteacher 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 the Integrated Support Team (Guidance, Behaviour and Learning Support staff).
- 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/results 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 Biology, Chemistry or Physics 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

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).