

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

POST: CURRICULUM LEADER WELLBEING HUB
SCHOOL: Craigroyston Community High School

Section 1: Background information

Headteacher: Shelley McLaren
School Address: 67 Pennywell Road, Edinburgh, EH4 4NL
Tel: 0131 477 7801

Website:
E-mail: admin@craigroyston.edin.sch.uk
School Roll: 719
Staffing Structure: The Senior Leadership Team comprises the Headteacher, 3 Depute Heads and a Business Manager. Total staffing complement is made up of 60 Teaching Staff and 25 Support Staff. There are 12 Curriculum Leaders (including 3 Pupil Support Leaders and 1 Support for Learning Leader)

History and Description of the School:

Craigroyston Community High School is a non-denominational secondary community school serving a catchment area in the northwest of Edinburgh with a roll of 765 pupils. In the school's catchment there are 3 associated Primary Schools; Craigroyston, Forthview and Pirniehall.

The school's catchment is in a designated area of high deprivation. Free Meal Entitlement is 40% and one quarter of our pupil body have additional support for learning requirements. Approximately 10% of our pupil cohort are LAC. The vision for the school reflects this need and a range of nurturing and inclusive measures (including a zero-exclusion approach) have been introduced to best support all young people that attend the school. We benefit from close links with a range of partners.

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 staff within our Wellbeing Hub . We are looking for a skilled secondary trained teacher who has experience of working with children with more complex needs and can evidence the impact of their support for children's learning and development.

This curriculum lead post has been developed to manage the running of the Wellbeing Hub and day to day support for the team.

The school business manager will be responsible for HR matters of the support team.

The HWB Hub CL will need to be able to demonstrate strong leadership qualities. The ASL School Team Lead (DHT) will have overall responsibility for the Hub but the HWB Hub Curriculum Lead may be asked to lead or support delivering training, advice and support to wider school staff in relation to the school inclusion and equality agenda. We are looking for someone with effective communication skills. This post will help enable wider school staff to include hub children and young people into mainstream classes where possible. There will be a need to work closely with wider partners, including curricular leads for enhanced support in other secondaries. The HWB Hub CL will lead the curriculum for the children and young people in the base and support the development of an S4-6 senior phase for these pupils with support from wider school colleagues and partners.

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 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 HWB Hub 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 HWB Hub.
- 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 HWB Hub 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 HWB Hub.
- 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 postresult 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 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).