

**POST  
SCHOOL**

**Curricular Leader of CDT  
THE ROYAL HIGH SCHOOL**



**Section 1**

**BACKGROUND INFORMATION**

<b>Headteacher:</b>	Pauline Walker
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<b>School Roll:</b>	1570
<b>Staffing Structure:</b>	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).
<b>Staff Managed by CL :</b>	3.39 FTE Teaching Staff

**About the School**

The Royal High School supports every young person to achieve and attain their very best. We respect individuality and celebrate diversity. We provide opportunities for success through a variety of curricular and extra-curricular options and pathways. We encourage creativity and support our young people to build the skills and resilience they need for the future. We have the courage to aspire to be the very best we can be. We belong to our school and we are very proud of our tradition and heritage.

The school is firmly committed to responding to the needs of all pupils in a positive learning environment. Our School Improvement Plan focuses on:

- Health, wellbeing & resilience
- Learning, teaching & assessment
- Equalities, equity & inclusion

Staff, parents, young people and our partners work together to achieve common goals.

Based in the West of Edinburgh, The Royal High School is one of the oldest schools in Scotland. It has a strong sense of history but prides itself on being very much a school of the 21<sup>st</sup> Century. It is a non-denominational, 6-year comprehensive, with young people drawn from 4 catchment primary schools: Blackhall, Clermiston, Cramond and

Davidson's Mains. A significant number of placing requests are received each session. The school roll sits at 1370.

The school was recently inspected and our report can be viewed here: <https://education.gov.scot/education-scotland/inspection-reports/reports-page/?id=4955>

The school has positive links with parents, local businesses and the local community. The Parent Council and Parent Fundraising Group play an important role in the life and work of the school. Meetings are well attended, and discussions are always lively and informative. The school is also supported by an active Former Pupils' Club.

## **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 CDT.

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 21<sup>st</sup> Century'. He/she will teach up to 24 hours per week (pro rata).

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 CDT Faculty in the school.
  - to oversee the CDT 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 CDT 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 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
- 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
- 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 CDT department including managing the risk assessments for the department

- to be responsible to the relevant Depute Headteacher for the quality of learning and teaching in the CDT 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 Support and Learning Support).
- meet parents & 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 appeals 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 CDT 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).**