

POST	CURRICULUM LEADER of TECHNOLOGIES
SCHOOL	ST THOMAS OF AQUIN'S RC HIGH SCHOOL
Section 1	BACKGROUND INFORMATION
Headteacher	MR CHRISTOPHER SANTINI
School Address	12-20 CHALMERS STREET, EDINBURGH, EH3 9ES
Tel	0131 229 8734
Website	www.st-thomas-of-aquins.org.uk
E-mail address	admin@st-thomasaquins.edin.sch.uk
Roll	801 students
Number of staff	64 FTE Teaching Staff
Management Structure	1 HT, 2 DHTs, 1 Business Manager, 1 SDO, 10 Curriculum Leaders, 3 Pupil Support Leaders, 1 SFL Leader, 1 CL of WBH
Teaching time:	35 Hours
Staff Managed by CL	1.4 FTE Teaching Staff

There will be a long leet and short leet interview process for candidates who are asked for interview.

History and Description of the School

St Thomas of Aquin's RC High School is a Catholic secondary school which serves the area of southeast Edinburgh. It draws most of its pupils from Holy Cross, St Mark's, St Mary's and St Peter's RC primary schools. The wide catchment area stretches from the Pentlands to Granton.

School Quality Improvement Plan

The school is committed to achieving excellence through continuous improvement based on routine critical self- evaluation. We focus on key outcomes and will review our performance against the quality indicators and advice outlined in 'How good is our school 4' (HMIe: 03/07), working collegially as a learning community, in order to maximize success for all our learners. In line with CEC and National Priorities, the improvement Plan for 2025/26 will focus on:

Improvement in children and young people's attainment/achievement, particularly in literacy and numeracy.

Closing the attainment gap between the most and least disadvantaged children and young people.
Improvement in children and young people's health and wellbeing.

Improvement in employability skills and sustained, positive school leaver destinations for all young people.

To engage in professional learning programmes in relation to promoting accessibility and equalities, with particular regard to children and young people with autism.

Accommodation and Facilities

Situated on Chalmers Street in Edinburgh, the re-building of the school was completed in 2002 and has since been awarded the SCALA award for design in public buildings for 2003. The school includes a library; a Well-being hub, a secondary resource provision; an oratory; a large games hall; a dance studio; an art and design suite including an audio visual room; two drama rooms; three music practice rooms; a recording studio; an assembly hall; a Senior Leadership Team (SLT) and Pupil Support suite; a support for learning area; 18 staff bases; a staffroom. The school grounds occupy a site on Chalmers Street with a small playground, a monitored back gate entrance, a main entrance and a community entrance. The building is wheelchair accessible.

Section 2:

The Job Outline

The Curriculum Leader will manage and lead a team of teaching staff within St Thomas of Aquin's RC High School to ensure high quality teaching and learning with the ultimate aim of maximising attainment for all pupils. He/she will work with a specific remit to take a lead role in managing Computing Science and Digital Literacy. The department currently has 3 FTE teaching staff inclusive of the Curricular Leader position.

As well as managing discrete courses, he/she will be expected to be creative, 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 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 practice 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 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 for 19 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 Computing Science and Digital Faculty within the scope of whole school priorities.
 - 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 Computing Science 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 Computing Science Faculty meetings & 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
- 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 to the relevant Depute Headteacher for the quality of learning and teaching in Computing Science and Digital Literacy 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 (Guidance, Behaviour Support and Learning Support)
 - 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.