

POST TITLE	CURRICULUM LEADER
DIRECTORATE	COMMUNITIES, FAMILIES AND JUSTICE SERVICES
SERVICE	SCHOOLS & LIFELONG LEARNING
RESPONSIBLE TO	HEAD TEACHER

POST: ACTING CURRICULUM LEADER - ENGLISH  
SCHOOL: LEITH ACADEMY

### Section 1: Background information

**Headteacher:** Mike Irving  
**School Address:** 20 Academy Park, Edinburgh, EH6 8JQ  
**Tel:** 0131 554 0606  
**Fax:** 0131 555 2698  
**Website:** <https://leithacademy.uk/>  
**E-mail:** admin@leith.edin.sch.uk  
**School Roll:** approx. 1000  
**Staffing Structure:** The Senior Leadership Team comprises the Headteacher, 3 Depute Heads, and a Business Manager. Total staffing complement is made up of approx. 78 FTE Teaching Staff and 16 FTE Support Staff. There are 13 Curriculum Leaders (including 4 Pupil Support Leaders and 1 Support for Learning Leader)  
**Staff Managed by CL** Approx 8 FTE Teaching Staff  
**Teaching time:** 18 hours

### History and Description of the School:

This is an exciting opportunity for an inspirational leader to work in a progressive, forward thinking School with a strong commitment to supporting young people through the 4 capacities. Our vision statement is '[Success in Learning for All](#)' and we work daily to demonstrate our values of Respect, Diversity, Honesty and Fairness.

The Faculty comprises of English with other subjects such as Meida and ESOL offering tailored pathways. Every year the faculty has high numbers of enthusiastic, interested and talented young people taking courses each year. The role also includes leading literacy across the School and this has been an area of strength in recent years supporting young people towards the scqf outcomes by the time they leave school.

Leith Academy was founded in 1560 and has a strong history across our community. The school is a six-year, co-educational comprehensive. It serves the secondary education needs of the

Leith area with pupils drawn mainly from four associated primary schools: Craigentenny, Hermitage Park, Leith Primary and Lorne.

Leith Academy covers all stages from S1 to S6 and presents pupils for QS certification at SCQF Levels 2, 3, 4, 5, 6 (Higher) and 7 (Adv Higher). We deliver National Qualifications up to Adv Higher and we are constantly developing delivery through National Progression Awards and Skills for Work Courses.

More information about the school and its activities are available on our website, which is here <https://leithacademy.uk> .

### **School Improvement Plan:**

Leith Academy is firmly committed to making improvements in all areas that help young people improve their outcomes. Our plans are available on our website <https://leithacademy.uk/parents/>

### **Accommodation and Facilities:**

Leith Academy sits in the heart of the community at the bottom of Easter Road. The faculty operates on the first floor of the school and delivery of lessons is enhanced by Smart Boards or Interactive Apple TVs in each classroom. In addition, we support pupil learning with other technology - all pupils and staff have an Apple iPad to assist with this. Furthermore, we have links with the many companies and businesses in the area such as The Leith Agency where we have a 6yr residency partnership [Award Winning Creative Agency Edinburgh, UK | Leith](#) .

Furthermore we are a Confucius Classroom for the City of Edinburgh where the language and culture of Mandarin / China is delivered through our partner School in Tianjin, China. We have also recently been awarded the STEM Nation award for Scotland and we have also been accredited as a Vision School within the work of Holocaust education. Part of our ongoing work is to receive LGBTQ Gold Charter and we continue to progress the Rights Respecting School program.

### **Section 2: Job Outline**

The Curriculum Leader will manage and lead a team of teaching staff within Leith Academy to ensure high quality teaching and learning with the ultimate aim of maximizing outcomes and achievements for all of our pupils in English and Literacy. They will work as the Curriculum Leader of English, with a specific remit to take a lead role in managing this curriculum area and all the factors that are involved in this. The CL will lead a team of committed, enthusiastic professionals delivering a clear vision that supports the development of staff and ensures that all young people achieve the best they can.

The Curriculum Leader will be an active member of the school leadership team who will be responsible for the development, implementation and monitoring of effective teaching and learning policies and procedures within the allocated department(s). The CL will play a lead role

in building relationships and using high levels of communication skills to work effectively. A knowledge of current theories and practice relating to leadership and effective classroom teaching / learning 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 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 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 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.

c) contribute to school policy in relation to the relationship / behaviour support of pupils:

- to support colleagues in the effective implementation of the school's better relationships, better learning 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 online

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/carers, other specialist agencies and staff in other schools as appropriate
  - to be responsible for the health and safety of the Faculty including managing risk assessments for the department(s), as appropriate
  - to be responsible to the relevant Depute Head Teacher link for 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 Pupil Support staff (including Support for Learning).
  - to meet parents and specialist agencies as necessary
  - to liaise with the school QS Co-ordinator and other colleagues to ensure collection of accurate data for QS examinations and post-result 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 and have achieved the highest level of professionalism in the classroom. A sound knowledge of current national curricular developments, teaching and learning theory and to keep abreast of ongoing developments and theory. Evidence of a clear ability to implement and critically evaluate in order to plan improvement 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 alongside a commitment to maximising pupil outcomes are essential to this post.

The Curriculum Leader should demonstrate:

- proven ability to form good relationships with pupils, parents/carers, 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 dependents or employment status.

**Note: Candidates are required to be registered, or eligible to be registered with, the General Teaching Council for Scotland (GTCS).**