

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

POST: CURRICULUM LEADER, ENGLISH AND LITERACY
SCHOOL: CRAIGROYSTON COMMUNITY HIGH SCHOOL

Section 1: Background information

Headteacher: Shelley McLaren
School Address: Craigroyston Community High School, 67 Pennywell Road, Edinburgh.EH4 4NL]
Tel: 01314777801
Fax:
Website: Craigroyston.wordpress.com
E-mail: admin@craigroyston.edin.sch.uk]
School Roll: 713
Staffing Structure: The Senior Leadership Team comprises the Headteacher, 3 Depute Heads, and a Business Manager. Total staffing complement is made up of 50 FTE Teaching Staff and 17 FTE Support Staff. There are 11 Curriculum Leaders (including 3 Pupil Support Leaders and 1 Support for Learning Leader)
Staff Managed by CL 5 FTE Teaching Staff
Teaching time: 20 hours

History and Description of the School: Craigroyston Community High School is a non-denominational secondary community school serving a catchment area in the north west of Edinburgh. In the school's catchment there are 3 associated Primary Schools; Craigroyston, Forthview and Pirniehall. The local neighbourhood is undergoing regeneration with 750 new homes being built.

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. This approach was recognised by the Commission for Developing Scotland's Young Workforce, resulting in our school being used for a high profile national launch of 'Education Working for all!' as well as being used as an exemplar of good practice within the final report. This gave further confidence to staff and pupils in the direction taken by the school in our vision for our young people.

Accommodation and Facilities: The school building includes bright and well maintained rooms. All departments are suited with integral staff bases and are generally well resourced and equipped. The school grounds are surrounded by car parks and playgrounds.

School Improvement Plan:

The school is firmly committed to raising attainment and promoting achievement. This is a whole school priority in the improvement plan and reflects local, CEC and national priorities.

Section 2: Job Outline

The Curriculum Leader will manage and lead a team of teaching staff within Craigroyston Community High School to ensure high quality teaching and learning with the ultimate aim of maximising attainment and achievement for all pupils. S/he will work as the Curriculum Leader of *[English and Literacy]*, with a specific remit to take a lead role in managing this curriculum area, covering the following subjects: English, Media and English as a second language. This faculty currently has 5 FTE members of teaching staff, including the Curriculum Leader.

As well as managing discrete courses, s/he 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'. S/he will teach up to 23 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 English and Literacy 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 English and Literacy 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 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 English and Literacy Faculty 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 English and 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 (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 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 who is qualified to teach English 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).

