

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

POST: CURRICULUM LEADER, WELLBEING HUB LEADER
SCHOOL: QUEENSFERRY HIGH SCHOOL

Section 1: Background information

Headteacher: Craig Downie
School Address: 80 Station Road, South Queensferry EH30 9JX
Tel: 0131 319 3200
Website: www.queensferryhigh.co.uk
E-mail: admin@queensferry.edin.sch.uk
School Roll: 1,288
Staffing Structure: The Senior Leadership Team comprises the Headteacher, 4 Depute Headteachers and a Business Manager. There are 17 Middle Leaders (8 Curriculum Leaders, 6 Pupil Support Leaders, the Support for Learning Leader, the Enhanced Support Leader and the Wellbeing Hub Leader)
Staff Managed by CL Pupil Support Officer and Pupil Support Assistant
Teaching time: 18 hours

History and Description of the School

Queensferry High School is a non-denominational secondary school originally built in 1969, which serves the area of north west Edinburgh. It serves the communities of Echline, Queensferry, Dalmeny and Kirkliston. We have a strong ethos at Queensferry High School and are proud to create an atmosphere and learning environment which prepares young people with the knowledge and skills for a successful adult life. Our school values include being Responsible, Supportive, Ambitious, Honest, Fair and Committed, with Respect at the heart of our core values.

School Improvement Plan

The school is firmly committed to improving attainment/achievement, particularly in literacy and numeracy; closing the attainment gap between the most and least advantaged children; improving young people's health and wellbeing; improving employability skills and positive destinations for all young people. These are whole school priorities and reflect local, CEC and national priorities.

Accommodation and Facilities

The school moved into the brand new building in the summer of 2020 under the Government's Scotland's Schools for the Future Initiative. We have excellent resources and each room is fully equipped with up-to-date IT resources. The grounds are surrounded by a car park and playing fields. There is a security perimeter fence and close circuit television (CCTV) cameras are in operation. The new build will have capacity for 1,200 students and has commanding views of the Forth estuary (including the three bridges).

Further information can be obtained at www.queensferryhigh.co.uk.

Section 2: Job Outline

The Curriculum Leader will manage and lead a team of staff within Queensferry 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 Wellbeing Hub with a specific remit to take a lead role in managing this curriculum area, covering the following subjects: Literacy, Numeracy and Health and Wellbeing. This faculty will have 1 FTE CL teaching staff, with the addition of a Pupil Support Officer and Pupil Support Assistant

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 pupils with additional support needs (ASN) initially transitioning from P7 to S1 and progressing through S1-S6

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 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 Wellbeing Hub 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 Wellbeing Hub 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 Wellbeing 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 Wellbeing 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 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 BGE Levels in Literacy, Numeracy and Health and Wellbeing to teenage learners 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).

Curriculum Leader Wellbeing Hub - Additional Information

Our Wellbeing Hub (WBH) is led by our Wellbeing Hub Leader with the support of a Pupil Support Officer (PSO) and Pupil Support Assistant (PSA). In the first stages of the WBH we aim to provide specific support to an identified group of S1-S3 pupils with social and emotional needs who would benefit from approaches linked to nurture, trauma-informed working, positive relationships and emotional health and wellbeing (incl self and mutual regulation). The pupils who will be supported in this resource may struggle to manage their emotions, present challenging behaviour and be highly anxious. This is a resource to improve supports for children with more complex needs in our community. Movement of young people between the WBH and mainstream classes is to be promoted. An integrated approach between the WBH, Support for Pupils and mainstream curriculum will be key. There will be a maximum of 10 pupils with a high staff ratio. All of the learners accessing the WBH have a similar profile of need.

Providing the right support at the right time in line with the national practice model for Getting It Right For Every Child (GIRFEC) is key to the development of our new Wellbeing Hub at

Queensferry High School. When supporting young people it is vital to work collaboratively with the 'team around the child'. The successful candidate will work closely with the senior leadership team, pupil support team including support for learning, the wider school community as well as colleagues from City of Edinburgh Council Psychological Services, Additional Support for Learning Service and other pathway 3 partners.