

POST TITLE	CURRICULUM LEADER OF SCIENCE (BIOLOGY)
DIRECTORATE	COMMUNITIES AND FAMILIES
SERVICE	SCHOOLS & LIFELONG LEARNING
RESPONSIBLE TO	HEAD TEACHER

POST: Curriculum Leader of Science (Biology)

SCHOOL: CRAIGMOUNT HIGH SCHOOL

Section 1: Background information

Headteacher: Colin Meikle
School Address: Craigs Road, Edinburgh, EH12 8NH
Tel: 0131 339 6823
Website: www.craigmount.edin.sch.uk
E-mail: admin@craigmount.edin.sch.uk
School Roll: 1400
Staffing Structure: 1 Headteacher
4 Depute Headteachers
16 Curriculum Leaders (Including 5 Pupil Support Leaders)
90 Teaching Staff
25 Support Staff

History and Description of the School:

Craigmount High School is a six-year non-denominational school located in north-west Edinburgh providing secondary education for around 1,400 pupils. The school opened on its current site in 2003 and our associated primary schools are Corstorphine, East Craigs, Maybury, Fox Covert, Hillwood and Roseburn with whom we have excellent working relationships.

The school has a complement of around 90 FTE teaching staff and a highly dedicated team of over 25 support staff. Our Senior Leadership Team (SLT), led by our Headteacher (Colin Meikle), currently comprises 4 Depute Headteachers and a Business Manager. The Depute Headteachers and Business Manager all have a range of strategic, curricular and organisational duties in support of our core business of learning and teaching and personal support for pupils.

Craigmount is a high-achieving, ambitious school due to the role that all members of staff play in the school, both teaching and support. Attainment levels are consistently of a high standard and the number of pupils entering a positive destination is above both the Edinburgh and Scottish averages. Our curriculum is focussed on equipping our young people with the knowledge and skills they will need to succeed in the future – we offer everything from SQA National Examinations and an ever broadening range of other accreditations such as NPAs and Foundation Apprenticeships.

The school is firmly committed to raising attainment and promoting achievement. The whole School Improvement Plan reflects the City of Edinburgh Council's Priorities and the National Priorities and is formed around HGIOS4 and the National Improvement Framework. Working in a large, dynamic and energetic environment you will be afforded with opportunities to support you to continue to develop as an excellent practitioner as well as focusing on your future potential and talents.

Perhaps the most important feature of Craigmount High School is its general ethos and character, exemplified by the wider curricular and enrichment opportunities afforded to our pupils, with an emphasis on the development of the whole person. All staff are encouraged to consider what they can offer in relation to this. The relationships between staff and pupils, and between different groups of pupils, are excellent and we go to great lengths to ensure that the pastoral care and provision for social development is second-to-none.

As a member of our staff at Craigmount you will be expected to exercise a style which reflects the school's aims and values, promotes a positive ethos of achievement, fosters strong links with parents and the wider community and develops the work of the school appropriately.

Further information about the school may be obtained from our website (www.craigmounthighschool.co.uk), or from our active Twitter feed (@CraigmountHS). Please note that most of our faculties also have their own Twitter feeds.

Section 2: Job Outline

The Curriculum Leader will manage and lead a team of teaching staff within Craigmount 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 Science (Biology), with a specific remit to take a lead role in managing this curriculum area. This faculty currently has 5.74 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 20 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 Science Faculty (Biology) within whole school priorities
 - To oversee the faculty improvement plans for the agreed priority areas and be accountable for their progress
 - To effectively manage the budget and resources of the faculty
 - To participate in the recruitment of staff
- b) Responsibility for Curriculum development and quality assurance
 - To develop and retain an overview of the direction, scope and pace of curriculum development within the Science Faculty (Biology).
 - To promote, develop, implement and monitor school policies related to teaching and learning.
 - To work with and advise colleagues as key adults in a professionally supportive and practical manner to ensure best practice in the classroom
 - To promote active participation of pupils in school 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 and implement appropriate action.
- c) Contribute to whole school policy in relation to behaviour management of pupils
 - To support colleagues in the effective implementation of the school's behaviour policies
 - To ensure that colleagues are familiar with relevant whole school policies
 - To ensure pupil records are carefully maintained, analysed and shared with colleagues to inform effective planning and effective learning and teaching
 - To lead and support development work in relation to Pupil Voice
- d) Responsibility for the management and guidance of colleagues in the Faculty
 - Joint leadership and management of Pupil Support meetings and quality assurance processes
 - To ensure that colleagues are familiar with whole-school policies and the whole school improvement plan
 - To develop and maintain a Faculty handbook
- e) Responsibility for reviewing the CLPL needs, careers development and performance of colleagues
 - To lead and/or facilitate CLPL for school staff in 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 pupil support
 - To update school staff on national and local policies, procedures and best practice in pupil support
- g) Responsibility for 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 Science 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 Science 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 and have achieved the highest level of professionalism in the classroom. A sound knowledge of current national Health & Wellbeing 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).