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

POST: **CURRICULUM LEADER - *Wellbeing***

SCHOOL: ***St Thomas of Aquin's High School***

Section 1: Background information

Headteacher: *Christopher Santini*

School Address: 12-20 Chalmers Street, Edinburgh, EH3 9ES

Tel: 0131 229 8734

Website: St Thomas of Aquin's – St Thomas of Aquin's (st-thomas-of-aquins.org.uk)

E-mail: STT-Admin.Account@ea.edin.sch.uk

School Roll: *840*

St Thomas of Aquin's is a school community that aims to meet the needs of all of our young people, no matter who they are, where they are from, whether they have a lively faith, are seeking answers to the questions they are asking, or profess no faith at all. We endeavour to work with parents, carers and other partners to provide the best possible support for our young people as they journey through school towards, what we hope and pray, will be positive and sustained destinations which will bring them joy and fulfilment in their years beyond St Thomas'.

Section 2: Job Outline

The Curriculum Leader will manage and lead a team of staff within St Thomas' to ensure high quality teaching and learning with the ultimate aim of maximising attainment and achievement for all pupils. They will work as the Curriculum Leader of the Wellbeing Hub, with a specific remit to take a lead role in managing this curriculum area, covering the following subjects Literacy, Numeracy, Health and Wellbeing and other curriculum areas that meet the needs of the young people

accessing the provision. This faculty currently has 1 FTE member of teaching staff (the Curriculum Leader), a PSO and a PSA.

As well as managing discrete courses, they will be expected to be forward thinking and innovative in terms of delivering the most appropriate courses to all pupils with additional support needs (ASN) initially transitioning from P6 to S1 and progressing through S1-S4.

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). 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'. They will teach up to [*no*] 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 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
- 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 and have achieved the highest level of professionalism in the classroom 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). Catholic Approval will be required.