



Curriculum Manager Job Description

1. General

Curriculum Managers are line managed by a Deputy or Assistant Principal and will report to their Line Manager on all aspects of their role.

The primary role of a Curriculum Manager is to raise standards in their subject area through the wide range of strategies that are available including; securing an appropriate and effective subject curriculum, promoting the use of teaching and learning processes that will enable students to achieve to their full potential, setting teachers/students challenging targets and then monitoring the performance of teachers and students to ensure those targets are met.

2. Curriculum

- 2.1 The Curriculum Manager is responsible for producing a scheme of work and assessment which complies with:
 - i) National and Examination Board syllabus requirements
 - ii) The published aims and objectives of Ashcroft Technology Academy
 - iii) The Academy's overall policies, methodologies and assessment systems as defined by the Principal.
- 2.2 The Curriculum Manager is responsible for securing and monitoring the implementation of schemes of work by subject staff and by those on teaching practice.
- 2.3 The Curriculum Manager is responsible for the management and organisation of coursework, internal examinations, moderation and teacher assessment.
- 2.4 As the lead professional for the subject, the Curriculum Manager is expected to be familiar with local and national developments and to advise their Line Manager and the Principal as required.

3. Staffing

The Curriculum Manager is required to:

- 3.1 Contribute to the performance management process both in terms of his/her own performance and also the performance of staff for whom they are responsible.
- 3.2 Negotiate targets as well as supervise and support the work of subject staff and students on teaching practice.
- 3.3 Carry out and secure the carrying out by subject staff of Academy Policy as defined by the Principal.
- 3.4 Assist in the appointment of staff as requested and their deployment in the timetable in consultation with their Line Manager and the Principal.

3.5 Ensure that their staff are properly trained for their roles through continuing professional development in conjunction with their Line Manager.

4. Students

4.1 The Curriculum Manager is responsible for ensuring that students are set challenging targets, are fully aware of these targets and their progress towards them through the effective application of Assessment for Learning. This includes the maintenance of detailed records regarding the level at which students are performing.

4.2 The Curriculum Manager is responsible for the good conduct of students within the subject and providing support to staff where necessary. Where appropriate liaison should occur with Student Progress Managers and their Line Manager.

4.3 The Curriculum Manager will ensure that their team of teachers produce effective student reports as specified within the reporting schedule.

4.2 The Curriculum Manager should be available to advise students and their parents on all matters concerning their studies, examinations and progression.

5. Management

The Curriculum Manager is expected to:

5.1 Hold regular meetings with the staff they manage and provide feedback on issues discussed in Curriculum Managers' meetings and with their Line Manager.

5.2 Advise their Line Manager in the allocation of responsibilities amongst the subject staff.

5.3 Be responsible to their Line Manager for:

- the condition of the subject teaching rooms, resources and materials;
- maintaining and developing stocks of teaching materials;
- encouraging the creation of a stimulating environmental display;
- maintaining records in accordance with Academy Policy and supplying reports and information as necessary;
- producing a departmental SEF early in each academic year;
- contributing to the Academy Strategic Plan and evaluating their Subject Plan.
- ensuring that the allocated budget is spent in accordance with the Subject Plan and that value for money is sought;
- ensuring that all subject staff are involved in the annual planning process.

6. Use of Data

6.1 The Curriculum Manager is responsible for using FFT and other data to set teachers and students challenging targets.

6.2 The Curriculum Manager is responsible for analysing the levels students achieve and examination results both in the context of the results for the whole Academy and in comparison with the national picture.

6.3 The Curriculum Manager should be competent in interpreting such data and in ensuring that other departmental staff are similarly knowledgeable.

7. General

The Curriculum Manager is required to:

7.1 Encourage and support the provision of enrichment activities.

7.2 Promote the ethos of the Academy.

- 7.3 Undertake such duties as the Principal may determine as reasonably falling within the role of Subject Manager.
- 7.4 Undertake a whole Academy responsibility and consequently whole Academy duties as may be reasonably determined by the Principal.

The detail determined here refers to the particular responsibilities of a Curriculum Manager. In addition each Curriculum Manager is required to carry out the duties of a teacher as set out in the Conditions of Employment as adopted by the Trust and as outlined in the Teacher job description.

- observations of teaching to promote discussion with staff about improved practice and so raise the quality of teaching and learning overall.
- annual performance review to discuss PD needs and set individual targets for teachers.
- encourage an open environment for colleagues to discuss career progression and aspirations
- coordinate intra departmental PD sessions and sharing of good practice.
- involve department in production of and share outcome of SEF and CAP to enhance individual's understanding of whole academy priorities.
- Undertake continuous monitoring to ensure consistency in AFL (Quality Assurance)

- inspire and motivate a team to work towards a shared vision for the department.
- supervise and support the work of subject staff, ensuring the production of schemes of work, curriculum coverage, continuity and progression in the subject for all students with specific focus on 'groups.'
- ensure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students through shared criteria.

Lead a team of people in designing, planning and implementing a subject curriculum?

Empower and develop staff to the best of their potential?

Co-ordinate a team to use assessment data to raise standards and achievement?

- analyse and interpret relevant national and Academy data and inspection evidence to inform policies, practices, expectations, targets and methods
- implement Academy policies and practices for assessing, recording and reporting on student achievement
- establish clear targets for students' achievement and monitor and evaluate progress towards these targets, encouraging students in setting targets for further improvement
- use data effectively to identify underachieving students and create and implement effective plans of action to support those students

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Are you able to...

Support your team to create a dynamic and purposeful learning environment?

- provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students
- lead the management of student behaviour in the subject area ensuring that all students and staff follow the Academy policy and providing support to subject staff where necessary
- manage subject budget organizing and coordinating the efficient deployment of learning resources and monitoring their effectiveness.

Foster strong relationships with parents and the wider community?

- establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets
- communicate effectively, orally and in writing with parents, agencies and the wider community
- monitor the production and quality of interim and end of year reports to parents