



JOB DESCRIPTION

Job Title	Head of Curriculum
Responsible To	Assistant Head
Location	Central Office, Aldgate East
Salary	From £30,000

Summary of the role: To oversee the creation of the curriculum for the whole school and ensure students are receiving a bespoke curriculum that meets their individual needs and offers them opportunities to progress and flourish. This role will oversee post 16 progression, progress tracking, Individual Education Plans and the smooth running of exams.

As the Head of the Curriculum department you will be responsible and accountable for leading the department and ensuring the following is achieved:

01. Ensure the schools offer of a broad, balanced and varied curriculum that meets each students' needs, is well established across the school
 - a. Manage the Curriculum and Pathways Officers and hold responsibility for the curriculum across the whole school, including the creation, implementation and development of the whole school curriculum
 - b. Ensure that creativity is maintained at the forefront of the curriculum
 - c. Ensure diversity and British values are incorporated into schemes of work
 - d. Ensure that the correct schemes of work are in place for all years and all courses
 - e. To have knowledge of all of the qualifications we offer, including GCSEs, BTECs and ELCs
 - f. Constantly reflect on the courses the school offers and discuss any new qualification or courses of interest with the Assistant Head
 - g. Registering for new courses and qualifications where agreed
 - h. Provide the SLT with necessary data on student progress, curriculum, exams and post-16 e.g students making expected progress, students not on track to achieve their predicted grades
 - i. Establish the administration processes for each of the courses and liaise with the Exams Officer in regards to submission dates
 - j. Oversee the creation and updates of student Individual Education Plans (IEP)
 - k. Manage the Subject Leads and ensure that their responsibilities are carried out effectively

02. Responsible for overseeing the outcomes of our students reach their full potential
 - a. Be responsible for the creation, implementation and maintenance of the DSMs/progress tracking and baselines
 - b. Ensure all teachers understand the requirements for tracking their students progress, including using the tracker and DSM/progress tracking sheets
 - c. Be responsible for all students working towards qualifications and remaining on track throughout the course of the year including the final submission date
 - d. Oversee the school resources, both digital and hard copy
 - e. Hold accountability for the student reports for the whole school, including the creation, implementation, development and submission
 - f. Ensure that high quality moderation of students' work takes place
 - g. Oversee the submission of half termly reports and provide information of late reports or reports not meeting the required standard, to the Assistant Head and Teaching and Learning officers
 - h. Ensure consistency between the information on the half termly reports and the progress trackers

- i. Monitor the submission and quality of reports, DSMs/student progress tracker and IEPs and implement management letters or improvement plans where appropriate
- j. Ensure use of TCW's creative facilities and programmes are included in the IEP wherever appropriate

03. Be accountable for exams across the school

- a. Line manager the Exams Officer and oversee the administration, entries and coordination of exams for the whole school
- b. Ensure the exams team correctly and efficiently administer exam entries and adhere to all guidelines in regards to the smooth running of exams
- c. Hold responsibility for teacher invigilation training
- d. Manage the smooth running of the BTEC and vocational courses, following guidelines set by the exam boards
- e. Manage and coordinate the Standards Verification process of all vocational courses, including BTECs, Functional Skills and Entry Level
- f. Support teachers to teach as per the course specifications and make accurate assessment decisions

04. Responsible for the post 16 placements and career progression of our students

- a. Maintain and continue to build on the schools careers provision, in accordance with the statutory requirements around careers education and guidance
- b. Act the Designated Careers Leader
- c. Be accountable for each students post-16 progression pathways by liaising with the Curriculum and Pathways Officers to ensure all students have an education or training place to move on to
- d. Continue to aim towards the schools 0% NEET target
- e. Oversee student work experience or placements
- f. Oversee the school alumni
- g. Be responsible for the school record of leavers and update where necessary

05. Lead training for your area when required

06. Attend whole school and all subject specific training

07. Attend other training as appropriate

08. Write a half-termly report reviewing the department's work for the Headteacher

Person Specification

Essential

- Qualified Teacher Status or extensive experience of working in Alternative Education
- Qualifications: GCSEs in Maths, English and Science at C or above. Degree or Equivalent
- Experience of being a leader within a school
- Strong people management skills with the ability and knowledge to motivate, train, develop and appraise staff
- Experience of monitoring and quality assuring the work of other colleagues
- Significant experience of the primary and secondary curriculum
- Experience of holding individuals to account for student progression and outcomes
- The ability to lead by example with high professional standards
- Experience of designing a curriculum
- Knowledge of SEN/behavioural students and their curriculum needs
- Excellent knowledge of curriculum and differentiation
- Share a vision to make a difference to young people's lives and an understanding of the difference this role can make
- Accuracy and high levels of attention to detail
- The ability to work alongside SLT to deliver a unified message positively
- Ability to work alone and with initiative
- Excellent organisational and planning skills and ability to multi-task
- Adaptable and flexible approach to work
- Willing to embrace change and challenge processes to improve efficiency
- Able to manage workloads and prioritise efficiently when needed
- A team player who is able to develop effective relationships with the team and work in partnership with others
- Strong administration skills, excellent numeracy, written English and verbal communications skills
- Good I.T. knowledge of using Microsoft Office packages, Gmail, Google Drive, etc
- Personable, professional and courteous in manner
- A friendly, positive and proactive attitude to work even in stressful environments

- Able to be discreet and loyal and handle confidential material professionally

Desirable

- Experience of working in a creative environment or have a creative background
- Experience of working in a charity

The job description is not an exhaustive list and there may be times when the Chief Executive Officer or Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

Extra information:

This is a salaried full time position. This role is only expected to work in the office during term time with the exception of an additional 10 specified, out-of-term, office days (dates TBC in advance of the commencement of the school year or upon request). Official leave is 20 days per annum (to be taken out of school time) plus bank holidays, however the rest of the school holidays staff are only expected to work from home to the degree required to meet their duties though should be contactable as required. This role may also be entitled to up to 5 days unpaid term-time leave per annum, to be taken in blocks of no more than 2 days at the discretion of the Headteacher.

The working hours are based on 09.00-17.00 with a 30-minute lunch break weekdays with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserves the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Thursday training sessions, which finish at 6.00pm, the TCW showcase and the Student Awards event, which finish at 8.00pm. Dates are provided at the beginning of every new academic year.

This role will be directly line managed by an Assistant Head. Performance reviews will happen at least once a term. It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook.

All teachers and members of management will be required to meet the Ofsted criteria of good and always aim for outstanding as depicted in the Ofsted guidelines. Staff will be required to attend extra, unpaid training if they do not meet the criteria for good.