



## PHILIP MORANT SCHOOL & COLLEGE

ROLE: Curriculum Coordinator (TLR2C)  
BASED AT: Philip Morant School  
ACCOUNTABLE TO: AHTs, DHTs, Head of School  
REPORTS TO: Subject Leader

### **Purpose:**

- To support the Subject Leader in establishing the vision and strategic direction for the department and in implementing and developing an appropriate curriculum.
- To be accountable, with the Subject Leader, for the highest standards of pupil attainment and achievement within the department, monitoring and evaluating pupil progress, intervention and setting targets for improvement.
- In support of the Subject Leader, lead, develop and enhance the teaching practice of all teachers within the department, evaluating the quality of teaching, securing and sustaining the effective delivery of the subject.
- In support of the Curriculum Leader, monitor the effectiveness of the department via quality assurance and accountability mechanisms and take appropriate action where there are concerns.
- Undertake a particular area(s) of responsibility within the department, for example KS, Quality Assurance, Intervention, etc.
- To undertake any other responsibilities commensurate with the scale and responsibility of the post as directed by the Head Teacher.
- To have commitment to safeguarding and promoting the well-being of all children in line with school policy and national guidelines
- To deputise for the Subject Leader in his/her absence

### **Responsibilities of the post:**

#### Leadership & Management:

- To support the Subject Leader in implementing whole school initiatives as identified in the School Improvement Plan.
- To support the Subject Leader in identifying departmental strengths and areas for development,
- To support the Subject Leader to produce and implement an annual Department Improvement Plan
- Support the Subject Leader to develop appropriate procedures, including rewards and sanctions to encourage high standards of student behaviour across the department and act as the first point of call for members of the departmental team
- To support the Subject Leader in monitoring the work of the department through:
  - Analysing student tracking data, identifying underperformance, planning appropriate interventions and monitoring their impact
  - Work scrutiny, Student voice and Learning Walks
  - Checking staff planning and marking; and
- Support the Subject Leader to monitor the use and condition of the department's accommodation and resources and develop the departmental area as a bright and stimulating learning environment
- To attend, contribute to and report back on network meetings as directed by the Subject Leader
- To ensure high standards of professional appearance in line with the school's dress code

#### Curriculum & Standards:

- Support the Subject Leader to ensure that there are detailed and appropriate schemes of work in place that meet the needs of the National Curriculum and/or appropriate examination courses
- Support the Subject Leader to ensure that schemes of work are appropriate to different ability groups and meet the needs of all students including those who are particularly gifted and talented or those with additional needs
- Support the Subject Leader to embed assessment for learning across the department and ensure that students are aware of their current level/grade and what they need to do to improve
- Support the Subject Leader to monitor the completion of coursework, ensure deadlines are met and that all the appropriate procedures are followed
- To assist in the coordination of public examination entries with the Subject Leader and Examinations Officer
- Support the Subject Leader to ensure that the relevant areas of the whole school assessment data base are accurate and up to date and targets set in line with school procedures
- Support the Subject Leader to ensure that annual and interim reports are completed in line with school policy and monitor that the information included reflects that held on the assessment data base
- Support the Subject Leader to ensure that the department contributes to developing literacy, numeracy, ICR and other key skills in line with school policy
- Support the Subject Leader to ensure that all members of the departments set homework in line with school procedures
- To encourage and facilitate involvement in the school's extra-curricular and enrichment programmes and out of hours study sessions

#### Teaching & Learning:

- To be an effective role model in the classroom by setting high standards of teaching and learning for all department staff
- Contribute to coaching and sharing good practice, within the department, and across the wider school
- Support the Curriculum Leader by offering INSET to the department and across the school in an area of expertise where appropriate

#### Quality Assurance & Accountability:

- Contribute to the monitoring and evaluation of teaching & learning, student progress, intervention and pastoral arrangements, within the department in line with whole school Quality Assurance measures
- Support the Subject Leader by holding staff to account, providing support and challenge where appropriate
- Support the Subject Leader by contributing to the management and Appraisal of staff in the department
- Contribute to stakeholder engagement and communication with parents, carers and families

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*