# North Gosforth Academy

## JOB DESCRIPTION

**POST TITLE:** Curriculum Leader of Computer Science, Business and Vocational subjects

**PAYSCALE:** Main/Upper payscale with TLR 2C (£7,368)

**RESPONSIBLE TO:** Principal [via nominated member of Senior Leadership Team]

**JOB PURPOSE:** To be accountable for learner achievement within Computer Science, Business and Vocational subjects by effectively leading teaching and learning at KS3 and KS4

## MAIN RESPONSIBILITIES:

The following list is typical of the level of duties which the postholder could be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

### Lead Teaching and Learning Responsibilities

1. Lead learning within Computer Science, Business and Vocational subjects by developing and implementing assessment strategies, data analysis and appropriate intervention programmes (including behaviour management) to ensure that identified standards of learner achievement are met.

2. Lead, develop and enhance the teaching and student development practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning and management of learners.

3. Lead, manage and develop the provision of programmes/activities that match learner aspirations and potential, and achieve excellence for learners within Computer Science, Business and Vocational subjects.

4. Contribute to the management, development and recruitment of staff in order that curriculum/pastoral objectives are achieved.

5. Facilitate an ethos within the team which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.

6. Ensure that Health and Safety policies and practices, including Risk Assessments, are carried out in-line with national requirements.

7. Maintain quality assurance of reporting to parents on student progress in accordance with the school's overall systems.

8. Lead SEF procedures and development planning within Computer Science, Business and Vocational subjects.

9. Secure effective liaison with feeder schools and outside agencies.

10. Manage the available resources of space, staff, money and equipment within Computer Science, Business and Vocational subjects effectively.


## Generic Responsibilities

11. Create and manage a learning environment and achieve a supportive culture and behaviour management strategy which enable learners to achieve their potential.

12. Contribute to the monitoring and development of student development of Computer Science, Business and Vocational subjects and to ensure suitable opportunities are provided for learner aspirations to be met.

13. Plan effectively in the short-, medium- and long-term and prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met.

14. Apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.

15. Assess, record and report on the development and progress of learners, develop and maintain Individual Learning Plans for a group of students and analyse relevant data to promote the highest possible aspirations for learners, targeting expectations and actions to raise learners' achievements.

16. Demonstrate ongoing development and application of teaching expertise and subject specialism and phase knowledge to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.

17. Work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.

18. Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.

19. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

20. Take responsibility for a tutor group as required.

**Specific Responsibilities**

21.  Lead the development of the KS3 and KS4 curriculum in Computer Science, Business and Vocational subjects.

22.  Develop and implement specific intervention strategies to support achievement in Computer Science, Business and Vocational subjects.

23.  Act as Quality Nominee for the school (or equivalent position relative to Awarding Body) as required.