



Post Title	Curriculum Manager
Salary range/grade	T8 (Paypoint 44 to 49) £36,600 to £38,100
Responsible to	Head Teacher and/or Assistant Head Teacher
Type	Full Time (40 weeks) Term Time Only
Base	ALP Nuneaton
<p>Job Purpose:</p> <p>The postholder will provide effective leadership and thereby build and maintain an effective teaching team which continually enhances the quality of teaching and learning. The post holder will aim to develop the ethos of achievement within the curriculum and ensure that all staff are delivering an accessible curriculum that meets the needs of all learners. A key purpose will be to ensure that learners are making clear progress in the development of skills and knowledge.</p> <p>The post holder will lead tuition for students who for various reasons do not access the school environment. The post holder will engage with teaching and learning activities and will lead/support the planning, preparation and delivery of lessons with small groups. They will also support others to track the progress of pupils. The post holder will be responsible for organising their own learning environment as well as supporting other teachers to organise theirs.</p>	
<p>Key Tasks and Activities:</p> <ol style="list-style-type: none"> 1. Promote the development of the curriculum. 2. Play a major role in assisting the Headteacher and Assistant Head Teacher in creating a vision, and sense of purpose and pride about the curriculum. 3. Monitor the effectiveness of, and have oversight for, the work of members of the curriculum area. 4. Share appropriate feedback and support in developing practice as a result of observations 5. Supporting subject teachers in developing a comprehensive scheme of work providing rich experiences for pupils. 6. Monitor and evaluate schemes of work for their effectiveness 7. Plan and implement targeted training sessions to staff. 8. Initiate curriculum discussions and ensure there are regular reviews of teaching approaches and subject content in line with external requirements. 9. To plan and deliver a personalised curriculum to pupils who for a variety of reasons have struggled in mainstream school. 10. To line manage, support and supervise selected teachers. 	

11. To work alongside the head teacher, assistant head teacher, governors and careers lead, to ensure that students are accessing a curriculum that meets their needs and future aspirations.
12. Oversee the organisation of suitable student grouping
13. Oversee the allocation of staff to teaching groups and liaise with senior leadership team to ensure the effective delivery of the curriculum within the whole school constraints
14. Oversee exams arrangements, internal quality assurance and liaison with awarding organisations
15. Contribute to staff meetings

Role Specific

1. To ensure that students have the opportunity to participate in a curriculum and a range of activities that match their interest, age and ability
2. To assist in ensuring that all staff comply with company policies and procedures
3. To comply with all organisational policies and procedures and to set a good example to the rest of the staff and students
4. To act as a subject lead
5. To be flexible to carry out any other duties which may be required from time to time to assist the organisation in fulfilling its obligation toward our students and stakeholders.
6. Monitor educational resources and make sure that they are appropriate to the curriculum.
7. To develop and improve subject knowledge and pedagogy of tutors, where relevant by leading staff training.
8. To build and maintain successful relationships with pupils, treat them consistently with respect and consideration and be concerned for their development as learners.
9. To demonstrate and promote the positive values, attitudes, and behaviour expected from the pupils with whom you work.
10. To deliver small group work where appropriate.
11. Ensure that all staff members are up to date have a clear understanding of Ofsted expectations
12. Support staff in implementing and achieving Ofsted expectations
13. Ensure that when colleagues are absent, that work is set for classes needing cover.

14. To act as a deputy designated safeguarding lead (DDSL)

Teaching and Learning Activities:

- a. To use and share clearly structured teaching and learning activities that interest and motivate pupils and advance their learning.
- b. To communicate effectively and sensitively with pupils to support their learning.
- c. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- d. To use behaviour management strategies, in line with the school's policy and procedures, which contribute to purposeful learning environments.
- e. To recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- f. To organise and manage safely the learning activities, the physical teaching space and resources.
- g. To share good practice and continuous research into teaching and learning strategies

Planning and Expectations

1. To plan and prepare lessons with an appropriate level of challenge.
2. Support tutors with their planning and preparation.
3. To select and prepare teaching resources that meet the diversity of pupils' needs and interests.
4. To lead other tutors in the levelling and moderation of pupil work.
5. To support tutors in setting high expectations and targets for learners

Monitoring and Assessment

1. To evaluate pupils' progress through assessment of portfolios along with a range of other assessment activities.
2. To monitor pupils' responses to learning tasks and modify their approach accordingly.
3. To monitor pupils' participation and progress, providing feedback to tutors and management, and giving constructive support to pupils as they learn.
4. To contribute to maintaining and analysing records of pupils' progress.
5. Oversee the analysis and dissemination of relevant student data and use this to set realistic but challenging targets for staff and students

Knowledge and Understanding

1. To have sufficient understanding of curriculum provision to support pupils' learning.
2. To be committed to acquiring further knowledge to contribute effectively and with confidence to the pedagogical development of tutors.
3. To be familiar with the curriculum, the age-related expectations of pupils, the main teaching methods and the assessment of pupils.
4. To demonstrate an understanding of the aims, content, teaching strategies and intended outcomes for the lessons in which they are involved
5. To know how to use ICT to advance pupil's learning and use common ICT tools for their own and pupils' benefit.
6. To know the key factors that can affect the way pupils learn.

7. To have achieved a qualification in English / literacy and mathematics/numeracy equivalent to at least level 2 of the National Qualifications Framework.
8. To know the legal definition of Special Education Needs (SEN), and be familiar with the guidance about meeting SEN given in the SEN Code of Practice.
9. To be able to deploy a range of strategies to establish a purposeful learning environment and to promote good behaviour.

Personal Development and Well-Being

1. To support the school's drive for high standards by treating students with respect and, in turn, promoting the schools ARRRT philosophy.
2. To support and contribute to the school's commitment to 'Every Child Matters' to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being.
3. To maintain high expectations of all pupils, respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
4. To demonstrate the ability to liaise sensitively and effectively with parents and carers recognising their roles in pupils' learning.
5. To be able to improve your own practice, including observation, evaluation and discussion with colleagues.

Key Performance Indicators

1. Teachers/ Higher Level Tutors can confidently plan work that will challenge and inspire pupils
2. Teachers/ Higher Level Tutors will set clear objectives so that pupils understand what they are doing and can assess how well they have done and how to improve.
3. Teachers/ Higher Level Tutors will provide work that will interest pupils and to sustain their concentration
4. Student and parent/carer level satisfaction.
5. Effectiveness of own teaching practice.
6. Progress made towards implementing the 'communication commitment'

Expectations and Values

ALP Schools are committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work for the school, the postholder will also be expected:

1. Act as an ambassador for ALP Schools by supporting our values and expectations of learning.
2. Be a significant presence and role model for students and staff.
3. Follow and where appropriate take the correct action regarding all relevant policies, procedures and guidelines.
4. Contribute to development through team planning and review meetings.

All staff have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Special Factors:

1. The nature of the work may involve the post-holder carrying out work outside of normal working hours.
2. The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
3. Expenses will be paid in accordance with the school policy.
4. This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

ALP Schools seek to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

Essential (E) Desirable (D)

Education and Qualifications

- To have achieved a qualification in English / literacy and mathematics / numeracy equivalent to at least a level 2 on the National Qualifications Framework. (E)
- Hold a degree level qualification (E)
- Additional training/qualification related to teaching the primary/secondary curriculum or willingness to work towards a relevant qualification. (E)

Experience

- Relevant experience of working with learners in an educational setting (E)
- Experience of working with special needs including social emotional and mental health difficulties, alternative education provisions, community development, dealing with vulnerable people and those with complex needs. (E)
- Experience of working with clear guidelines, procedures and adhering to child protection (E)
- Ability to establish and maintain professional working relationships with a variety of colleagues across directorates and other agencies (E)
- Understanding of working with people with challenging behaviour / complex needs / disabilities. (E)
- Ability to quickly establish relationships with young people, vulnerable people and families with complex needs. (E)
- Experience of managing a team or co-ordinating volunteers (D)

Knowledge, Skills and Abilities

- Knowledge of the National Curriculum and or alternative learning qualifications in various subjects (E)
- A good understanding of developmental ages and stages relating to learning (D)
- Ability to lead training sessions for other tutors to develop knowledge and expertise in Primary teaching (E)
- Willingness to keep up to date in subject knowledge and national developments (E)
- Good Knowledge of special educational needs and disabilities (E)
- Ability to plan and teach effectively using a variety of strategies. (E)
- Excellent interpersonal skills with both adults and children. (E)
- Willingness and ability to work as part of a team. (E)
- Ability to communicate effectively both verbally and in writing. (E)
- Ability to prioritise and organise own work. (E)
- Ability to work effectively to a high standard, on occasion, under pressure, meeting deadlines. (E)
- Knowledge of Health and Safety procedures and their application. (D)
- Proactive approach to problem solving (D)
- Ability to work flexibly in a rapidly changing environment (D)
- Strong understanding of youth and wider community issues (E)
- Computer literate (experience of using google suite, Word, Excel, Outlook and internet) (D)
- Excellent interpersonal skills, inc active listening (E)
- Strong organisational, planning and time management skills (E)
- Excellent written and communication skills (D)
- Knowledge of social media (D)

Personality and Social Skills

- To have a 'can do' philosophy (E)
- To enjoy working with young people. (E)
- To be flexible, energetic, adaptable and have the ability to use initiative. (E)
- To identify and develop opportunities (D)
- To carry out professional duties in a positive, helpful and courteous manner. (E)
- To have high aspirations and expectations for their students and themselves. (E)
- Committed to raising standards and continuous improvement. (E)
- To be dedicated to the progression of the students, the school and themselves (E)
- An empathetic nature (E)
- Mature and professional approach to vulnerable people, families and other professionals. (E)
- Ability to maintain confidentiality in the light of handling sensitive information (E)
- Good communication and social skills, with a good sense of humour (E)
- Ability to work flexibly with reference to time and location and meet deadlines (E)
- Ability to cope with difficult interpersonal behaviour and language (E)
- Demonstrate a consistent and positive attitude to challenges (E)
- Demonstration of a solution focussed and flexible approach to management (E)

Other Factors

- Full and current driving licence with use of a vehicle for work (E)
- Willingness to drive a company vehicle (D)