

# Edward Peake C of E (VC) Middle School

Headteacher: Miss Z J Linington



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## **CURRICULUM LEADER JOB DESCRIPTION**

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

### Responsible to:

The Senior Leadership Team, the Headteacher and the Governors (via Curriculum and Standards Committee)

### Responsibilities:

- To devise and execute an inspiring strategic development plan for the Department
- To keep the Headteacher, Governors, colleagues and parents up to date with developments within the department.
- To support colleagues within the department in consultation with the department's SLT Line Manager.
- To draw up, with appropriate colleagues, a Departmental Improvement and Development Plan which addresses the identified areas for whole school improvement, to budget for the plan and to prioritise spending in relation to annual consumables and to new developments, and to submit to the departments line manager (SLT) by the published deadline.
- To produce schemes of work which are appropriate to the needs of the pupils and the school.
- To hold regular departmental meetings and to keep appropriate records of such meetings. Minutes to be circulated to departmental members, line manager and Headteacher.
- To monitor teaching and learning within the department in line with school policy and feedback to the Headteacher and Line Manager.
- To ensure that accurate records of achievement are recorded on SIMs Assessment Manager and to monitor pupil achievement, challenging as appropriate any inconsistencies or underachievement.
- To monitor pupil achievement and encourage the identification of pupils who are experiencing difficulties to ensure that appropriate support is available to them. To liaise with the SENDCo.
- To encourage varied methods of teaching and learning appropriate to the abilities of the pupils and which enables them to take maximum responsibility for their own learning.
- Order and allocate resources and equipment as necessary.
- To follow the school's policies and sound practices with regard to sound financial management as detailed in the school's Finance Manual.
- Maintain an up to date inventory of equipment and resources (held centrally).
- To regularly monitor and maintain the departmental page on the VLE, informing the ICT manager when updates need to be made.
- To ensure that appropriate policies exist for assessment, recording and reporting and monitoring.
- To ensure that all relevant departmental documentation is stored on the Team Drive.



- To adhere to the school's policy regarding relevant Health and Safety regulations and to regularly revise risk assessments for the delivery of the subject and to make these assessments available to the Headteacher and SLT member responsible for H&S.
- To maintain links with other schools within the BCUS cluster and to attend meetings as appropriate.
- To undertake any other duties as reasonable requested by the Headteacher.