

## MINSTHORPE COMMUNITY COLLEGE

### JOB DESCRIPTION

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| <u>POST TITLE:</u>     | Assistant Curriculum Team Leader<br>Key Stage 4 |
| <u>ACCOUNTABLE TO:</u> | Curriculum Team Leader                          |

### SPECIFIC RESPONSIBILITIES

1. To develop and maintain improvements in standards and raise achievement across Key Stage 4.
  - 1.1 To support the aims and objectives of the curriculum area checking that they are in line with the College Strategic Plan and shared across the team.
  - 1.2 In conjunction with the team leader, support the continuous review of the entire work of the Key Stage and through the resulting annual review, discuss with the Principal or his nominee future developments and how these are linked to the College Strategic Plan.
  - 1.3 Where appropriate, to be involved in consultations with the line manager regarding the selection and appointment of appropriate teaching and associate staff related to the role.
  - 1.4 To participate in and contribute to the general management of the college by:
    - 1.4.1 Maintaining a good climate for learning among the students;
    - 1.4.2 Safeguarding their health and safety on the premises and off the premises when engaged in authorised activities;
    - 1.4.3 Contributing to discussions on matters of college policy, curriculum and organisation.
- 2 To develop tracking & monitoring procedures, to analyse/evaluate student performance in order to close any identified gaps across Key Stage 4.
  - 2.1 To be accountable to the line manager for student experiences and performance.
  - 2.2 To support the establishment and development of effective methods of student assessment, monitoring and reporting, where appropriate, implementing the whole college policy.

- 3 To develop and maintain appropriate Schemes of Work/Resources across Key Stage 4.
  - 3.1 To support the team leader in ensuring that Schemes of Work/Resources are up-to-date and reflect curriculum developments.
  - 3.2 To support the team leader in ensuring appropriate home learning tasks are regularly set.
- 4 Use the college systems to effectively review the professional development and appraisal of relevant members of the team in order to provide support, training and development for them.
- 5 To develop & promote a range of teaching strategies and learning approaches, ensuring they are applied consistently across the Key Stage.
  - 5.1 Working in conjunction with the other Key Stage TLR holders, be responsible for all elements of transition from Key Stage 3 to 4 and Key Stage 4 to 5.
  - 5.2 To support the teaching and learning TLR in ensuring that strategies are developed and shared across the curriculum area.
  - 5.3 To play a full part in the support and development, consolidation and evaluation of links and joint projects.
- 6 Support the team leader with all related tests/examinations/assessments (internal & external) results.
- 7 In conjunction with the Curriculum Team Leader, responsible for promotion and recruitment to courses.
- 8 Other duties commensurate with the grade of the post as directed by the Principal.