

<b>School</b>	<b>Townlands Church of England Primary</b>
<b>Post title</b>	<b>Teacher + Curriculum Coordinator</b>
<b>Job purpose</b>	<ul style="list-style-type: none"> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.</li> <li>• To monitor and support the overall progress and development of pupils as a teacher</li> <li>• To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of pupil attainment.</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment.</li> </ul>
<b>To whom the postholder reports to</b>	<p>The postholder is responsible to:</p> <ul style="list-style-type: none"> <li>• The Headteacher in all matters</li> <li>• The relevant member of the school leadership group in respect of curriculum and pastoral matters</li> </ul> <p>The postholder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum with the aim of improving teaching and learning across the school/college.</p>
<b>Duties and responsibilities specific to the post</b>	<ul style="list-style-type: none"> <li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.</li> <li>• To contribute to the achievement of the school's development plan and its implementation.</li> <li>• To plan and prepare lessons.</li> <li>• To contribute to the whole school's planning activities.</li> </ul> <p><b>Curriculum Coordinator Responsibilities:-</b></p> <ul style="list-style-type: none"> <li>• Develop own expertise in the above subject areas</li> <li>• To keep abreast of the above subject areas through research, CPD etc</li> <li>• To act as a consultant to other staff, including the Headteacher</li> <li>• To produce in consultation with colleagues written policies and guidance; and lead staff in the discussion of policy and guidance</li> <li>• To oversee the effective use of curriculum resources in the subject areas detailed above</li> <li>• Ensure 'Best Value' in the procurement of curriculum resources in the subject areas detailed above</li> <li>• Ensure legal compliance with statutory curriculum guidance in the above subjects</li> <li>• Coach colleagues to ensure good practice in the above subject areas</li> <li>• Monitor and assist in the evaluation of the delivery of the above subject areas across the school</li> <li>• Network and liaise with colleagues in other schools to ensure equity and continuity in the above subject areas</li> </ul>

<p><b>Generic duties and responsibilities</b></p>	<p>To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition the post is subject to compliance with:</p> <ul style="list-style-type: none"> <li>• School policies and guidelines on the curriculum and school organisation □ County policies</li> <li>• National Professional Standards for Teachers</li> </ul>
	<ul style="list-style-type: none"> <li>• National Standards for Subject Leaders</li> <li>• The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment</li> <li>• Common core of skills and knowledge for the children’s workforce.</li> <li>• All teachers have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.</li> </ul> <p><b>The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.</b></p>