

Job Title: Whole-School Curriculum Lead	Date Revised: 17 th November 2022	Reports to: Vice principal, secondary
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A. Scope and functions of the role

1. Overall scope of the job

The Whole-School Curriculum Lead (WSCL) is responsible for the ongoing development of the curriculum across the school, leading to consistent excellence, and cost-effectiveness in practice. The WSCL plays a key role in the leadership of the school.

The WSCL will ensure that St. Ignatius Catholic school achieves its objectives under the following four Strategic Development Pillars:

- a. **Proudly Catholic:** Promoting students' spiritual, moral, personal and social development, within the school's Catholic ethos.
- b. **Academically excellent:** Ensuring that students' achievement exceeds expectations in all areas of their learning and development.
- c. **Accessible to all:** Ensuring that the holistic education provided by the school is accessible to as many Catholic families as possible, and that non-Catholic families are welcomed and supported; ensuring that all learners, including those with additional learning needs, are included.
- d. **Sustainable for the future:** Ensuring that effective policies, structures, practices and accountability measures are in place to ensure continued improvement.

2. Teaching duties

The role will have a teaching component. The expectations listed below will be over and above those set for teachers. There is a separate job description for teaching, and this is available upon request.

3. Curriculum Development

The main scope of the role of the WSCL is to work towards overall excellence by ensuring:

- a strategically planned, ongoing review and development of the curriculum;
- continuous progression of the curriculum from the Early Years to post-16;
- breadth and width of the curriculum in all Key Stages;
- effective progression between Key Stages;
- that the suite of subjects and options, and grouping methods, are affordable and sustainable in the longer term;
- strategic input into decision-making with regards to timetabling;
- oversight of, and contribution towards, decisions with regards to the use technology to enhance learning;
- preparation of curriculum policies;
- oversight of the preparation of schemes of work and job descriptions; and
- up-to-date knowledge with regards to the curriculum;

4. Whole-school development

This is a whole-school role. The WSCL will therefore be expected to:

- participate fully in whole-school staff development initiatives and activities;
- evaluate the impact of initiatives and roles within the school;
- be instrumental in leading, developing and implementing aspects of the whole-school improvement plan;
- contribute to the improvement of teaching and learning;
- communicate effectively and develop good relationships with parents; sharing policies, procedures and practices with them to enable them to support children's learning at home; and
- work collaboratively and effectively with other key staff, including the teaching and learning, and assessment leads, to ensure synergy and sharing of good practice.

5. Other leadership duties

The WSCL will, from time-to-time, or on a more ongoing basis, be expected to take on other leadership or administrative responsibilities to assist the Secondary Vice Principal in the efficient running of the school. These may include line management duties.

B. QUALIFICATIONS AND GENERAL COMPETENCIES

1. Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required for this role.

Qualifications	<ul style="list-style-type: none">• A bachelor's degree (a master's degree would be preferable) in education, curriculum, teaching or a related area and qualified teacher certification.
Experience	<ul style="list-style-type: none">• A minimum of 3 years' experience in a middle/senior leadership position focused on improving curriculum development in schools offering the British Curriculum, ideally across all year groups.• A track record of successful whole-school curriculum development, ideally in an outstanding / excellent school environment• Experience working with international students and families with a deep, working knowledge of the importance of culturally responsive practice.

2. General Competencies

- a. Adopts a co-operative approach within the team, sharing knowledge and information.
- b. Maintains high standards of honesty and trustworthiness. Considers ethical implications of issues and decisions while remaining pragmatic.
- c. Promotes the vision of the organization or team to others in a positive and enthusiastic fashion.
- d. Identifies and understands the needs of students and their parents / caregivers.
- e. Analyses information effectively. Identifies the causes of problems and proposes realistic and practical solutions to address them.
- f. Maintains high-quality standards and encourages others to meet similar standards.
- g. Understands and appreciates issues from the perspective of other cultures and countries.
- h. Reaches objective, well thought out points of view; applies common sense to problems.
- i. Seeks new approaches to traditional problems and solutions and takes calculated risks.
- j. Provides clear instructions and direction to others.

k. Demonstrates resilience when faced with setbacks and shows tenacity when striving to reach goals.