LOCATION	British School of Beijing Shunyi
JOB TITLE	Curriculum Leader
JOB PURPOSE	To take overall responsibility for teaching and learning as pedagogical leader for the curriculum area.
REPORTING TO	Head of Secondary and SSLT link
DIRECT REPORTS	Subject teachers in the faculties for which the postholder is responsible.

AREAS OF RESPONSIBILITY

Academic management

- Ensure that overall day-to-day operations run smoothly.
- Take charge of all aspects of teaching, learning and quality assurance in the faculty.
- Monitor, lead, train, and manage staff.
- Undertake analysis of performance data to set goals.
- Ensure that interventions are in place for targeted students and leading Pupil Progress Meetings using a wide range of qualitative and quantitative data.
- Take responsibility for analysis of examination data (including mock examination data) and leading the presentation of this at analysis meetings.
- Lead the review and delivery of the curriculum in the curriculum subject area.
- Take responsibility for the quality assurance of teaching and learning within the department
- Ensure that classroom displays support and celebrate student learning.
- Ensure that meaningful homework is set throughout the faculty and for ensuring that the homework timetable is adhered to.
- Facilitate the moderation of Internal Assessment and Coursework.
- Ensure that processes are developed to quality assure feedback and marking within the department.

Performance management

- Lead departmental professional development with reference to the whole school and *secondary improvement* plans.
- Lead Performance Management Review processes for teachers within the department.
- Collaborate with SSLT to undertake Learning Walks and Lesson Observations.

Administration

- Ensure that accurate information about examination entries is communicated to SSLT.
- Ensure that Internal Assessment procedures are accurately followed within the department and that school deadlines are adhered to.
- Manage departmental resources including textbooks.
- Oversee and complete orders for new materials including textbooks and online resources.
- Take responsibility for departmental learning spaces including liaising with the facilities and IT teams for maintenance issues.

Communication

- Organise and lead curriculum team meetings.

- Ensure regular high-quality communication with parents.
- Ensure that departmental subject reports carefully checked for accuracy.
- Attend and actively contribute to Curriculum Leader meetings
- Participating in regular meetings with the SSLT link.

Marketing

- Ensure that the appearance of teaching and corridor space in the department is premium.
- Ensure that teachers within the department are ambassadors for the school on admissions visits
- Promote the department through events, trips or competitions.

Skills Knowledge and Experience

Essential

- Ability to use technology with fluency
- At least five years successful teaching experience.
- An understanding of safeguarding and child protection issues
- Detailed understanding of assessment and the effective use of data to inform planning and promote student progress
- Proven track record of pedagogical excellence
- Thorough knowledge of secondary education
- A leadership style that is motivational, energetic and persuasive
- Well-developed interpersonal and communication skills.
- Enthusiasm, energy and a capacity for sustained hard work
- High expectations which inspire, motivate and challenge students
- A commitment to equality and diversity
- An ability to interrogate data and track student progress
- Eye for detail
- Strong organisational skills

Desirable

- Experience of leading and managing teams of people
- Currently holds a middle leadership post
- Experience of The UK National Curriculum
- Experience and understanding of the International Baccalaureate Diploma Programme
- Experience of working in and international setting
- A sound grasp of financial management

Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Be in compliance with visa requirements for working in China.

- Demonstrate commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required.

PHILOSOPHY AND VALUES

We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.
- Student wellbeing should be valued and nurtured

The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition.** These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Promote and embody the CORE 7 Leadership Capabilities:

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations