

CURRICULUM HEAD OF KEY STAGE 5 (IT/Business/Economics)
(TLR - £5,643)

Core Tasks

- The Head of Key Stage 5 will be proactive; providing leadership and direction for the Key Stage 5 curriculum.
- The Head of Key Stage 5 will guide, support, motivate and challenge teachers to deliver exceptional outcomes for students.
- The Head of Key Stage 5 will have a forensic knowledge of student progress within their faculty and will work to ensure students meet or exceed their targets.
- The Head of Key Stage 5 will understand their contribution to the whole school; working alongside the Second in Faculty to provide strong leadership for the curriculum area, under the direction of the Head of Faculty.
- The Head of Key Stage 5 will liaise with Key Stage 5 leadership where relevant and contribute to regular reviews of sixth form student progress.

Job Purpose

To lead, manage, develop and be accountable for the curriculum at Key Stage 5; to include all subjects that have been or will be allocated to the faculty by the Head Teacher,

Reporting

The Head of Key Stage 5 will report to the Head of Faculty. The Head of Key Stage 5 will work under the direction of the Head of Faculty but will take the lead on aspects of curriculum delivery and standards for students in Key Stage 5.

The Head of Key Stage 5 will lead the work of Key Stage 5 coordinators where relevant.

Strategic direction of Key Stage

- To establish strong vision for the Key Stage 5 curriculum based on high expectations for teachers and students.
- To be involved in writing the annual subject development plan with a focus on Key Stage 5.
- In collaboration with the Head of Faculty; review, monitor and evaluate Key Stage 5 and complete faculty self-evaluation, in line with whole school SEF.
- To monitor standards of teaching and learning and achievement against school, local and national benchmarks; to include lesson observations, work sampling, collating and interpreting data, in line with whole school policies.
- To ensure that all new teachers are supported and inducted in the Key Stage 5 course they are to deliver.

- To be a Subject Coordinator within the IT faculty for Key Stage; subject to be confirmed on appointment.

Teaching and Learning

- To lead by example.
- To motivate and support teachers of Key Stage 5 so as to develop outstanding practice, to create a sense of team and accountability. To encourage staff to take part in and lead developments in teaching and learning.
- To be responsible for the creation of curriculum documentation such as student handbooks
- To ensure lessons are designed to motivate students - encouraging them to be independent thinkers. Learning materials must meet the needs of the exam syllabus, be accessible and provide challenge.
- To be responsible for resourcing the Key Stage 5 curriculum, ensuring all required teaching materials are in place - in line with available budget. To liaise with school librarian where necessary.
- To develop and maintain a suitable system to file and access course materials for teachers
- To develop VLE in line with whole school expectations.
- To select examination courses for the Key Stage 5 curriculum
- To seek out, for example in subject networks, best practice in teaching and learning at Key Stage 5, including ICT based developments and share with colleagues.
- To embed rigorous and effective assessment and monitoring practices for Key Stage 5 students, in line with whole school policies.
- To monitor the quality of learning in Key Stage 5 in line with school policy, for example, carrying out folder checks.
- To ensure interventions are in place to support the students in achieving or exceeding their targets.
- To seek out opportunities to build partnerships with Higher Education Institutions.

Student progress, standards of achievement and aspirations

- To set and monitor challenging KS5 subject targets for students, within the framework of whole school policy.
- To identify off track students and take immediate action to support them
- To assist with examination arrangements for Key Stage 5 students.
- To support Head of Faculty in ensuring that there are excellent behaviours for learning with in the faculty
- To support the school's rewards system and to publicise success with in the school and outside
- To contribute to the UCAS / Futures programme.
- To seek out academic/ vocational enrichment opportunities for students; supporting them to make applications
- To communicate with parents; to keep them up to date with curriculum developments and their son/ daughter's progress.

To support Head of Faculty

- To monitor the performance of Key Stage 5 staff in the faculty and take responsibility for any action arising.
- To contribute to performance management where relevant.
- To communicate effectively with Key Stage 5 staff so that they are properly informed of developments in Key Stage 5 and feel that their views are represented
- To ensure staff understand and implement policies.
- To manage and maintain the resources and equipment associated with Key Stage 5.
- To provide a stimulating environment including maintaining displays that promote interest in Key Stage 5.
- To lead the promotion and marketing of Key Stage 5 curriculum, including arrangements for Open Days and presentations to assemblies. To contribute to the school website.