**GOSFORTH ACADEMY**

**JOB DESCRIPTION**

**POST TITLE:** Curriculum Development Co-ordinator for Business and

Enterprise

**PAYSCALE:** Main/Upper payscale with TLR payment 2

**RESPONSIBLE TO:** Leader of Teaching and Learning in Business and Enterprise

**JOB PURPOSE:** To be accountable for improving learner achievement within Business and Enterprise by developing and leading the implementation of new courses, syllabuses and teaching approaches aimed at giving the full range of students access to a broad, stimulating and appropriate curriculum

**MAIN RESPONSIBILITIES:**

The following list is typical of the level of duties which the postholder could be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

**Lead Teaching and Learning Responsibilities**

1 Contribute to leading learning within Business and Enterprise by developing and implementing assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner achievement are met.

2 Lead, develop and enhance the teaching and student development practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning and management of learners.

3 Contribute to the management and development of the provision of programmes/ activities that match learner aspirations and potential and achieve excellence for learners within Business and Enterprise.

4 Contribute to the management and development of staff in order that curriculum/

pastoral objectives are achieved.

5 Contribute to facilitating an ethos within teams which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.

6 Contribute to ensuring that Health and Safety policies and practices, including

Risk Assessments, are carried out in-line with national requirements.

7 Contribute to SEF processes and development planning within Business and

Enterprise.

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8 Help to secure effective liaison with feeder schools and outside agencies as appropriate.

**Generic Responsibilities**

10 Create and manage a learning environment and achieve a supportive culture and behaviour management strategy which enable learners to achieve their potential.

11 Contribute to the monitoring and development of Business and Enterprise student development across the curriculum to ensure suitable opportunities are provided for learner aspirations to be met.

12 Plan effectively in the short-, medium- and long-term and prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met.

13 Apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.

14 Assess, record and report on the development and progress of learners, develop and maintain Individual Learning Plans for a group of students and analyse relevant data to promote the highest possible aspirations for learners, targeting expectations and actions to raise learners’ achievements.

15 Demonstrate ongoing development and application of teaching expertise and subject specialism and phase knowledge to enrich the learning experience within and beyond the teacher’s assigned classes or groups of learners.

16 Work collaboratively within and beyond the classroom with support staff

(including directing their day-to-day work), teachers, other professionals, parents, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.

17 Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.

18 Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

19 Take responsibility for a tutor group and to contribute to the development of

Citizenship and the Guidance Programme.

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**Specific Responsibilities (including current development focus negotiated at need with the Leader of Teaching and Learning in Business and Enterprise):**

20 Lead on delivery and development of GCSE Business Studies and Level 1/2 OCR National in Enterprise and Marketing

21 Developing raising achievement and intervention strategies for underachievers in KS4 programmes

Date 6/4/22

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