



Curriculum Coordinator - Inspired Directions School

Salary:	£32,000 - £36,000
Pension contribution:	5% employer's contribution to personal pension plan
Hours:	37 hours per week
Annual leave:	Term-time only
Employment term:	Permanent
Reporting to:	Head teacher (Inspired Directions School)
Location:	Hackney

All young people should have a fair chance to succeed. Our mission is to create opportunities for all local young people to find their talents and thrive. Founded in 2004, Inspire opens doors for young people aged 3-24 through a range of programmes which help them to raise their aspirations and achievement levels. We work with 42 schools across Hackney, Camden and Islington, supporting 15,000 young people each year with over 1000 volunteers and a huge network of employers.

In 2014 we established our independent school Inspired Directions, which offers alternative provision for learners whose needs cannot be met within mainstream education. Our school offers a nurturing and safe environment in which our small cohort of fifteen pupils can learn and develop. Through personalised learning plans, we support pupils to develop their personal skills, social capital and academic learning to progress on to college or training at age 16.

About the team

Our team values are:

Commitment – we are dedicated to our work and our cause

Collaboration – we build networks and partnerships to help us achieve our goals

Inclusivity – we celebrate diversity and provide support regardless of ability

Impact – making a practical difference to young people's lives

Community – we are driven by the experiences of young people growing up in our communities

Creativity – we innovate to meet the changing needs of young people

Safeguarding

Inspire is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults in its care. We will take every reasonable step to ensure that children, young people and vulnerable adults are protected where our staff and associates are involved in the delivery of our work. As an employer, we expect all staff and volunteers to share this commitment; and as such an enhanced Disclosure and Barring Service (DBS) Check is required and safeguarding training is provided.



About the role

The Curriculum Coordinator is a key member of the Inspired Directions team, working closely with the Head teacher. As the lead teacher for Inspired Directions School, the post holder will provide support and guidance to teaching staff as well as teaching high-quality lessons.

The Curriculum Coordinator has primary responsibility for the design and delivery of a balanced and comprehensive curriculum; making sure it lives up to the school's vision and ethos and national education standards. This includes core academic subjects leading to GCSE qualifications and vocational qualifications and project-based opportunities with external delivery partners.

Responsibilities

1. Classroom teaching

- Implementing and delivering a broad, relevant and differentiated curriculum for pupils and supporting a designated curriculum area as appropriate
- Facilitating and encouraging a learning experience which enables pupils to achieve their potential
- Monitoring and supporting the overall progress and development of pupils
- Contributing to raising standards of pupil attainment
- Monitoring the effectiveness of the curriculum by regularly assessing young people's progress, keeping careful records and writing reports for parents
- Supporting the development of a positive programme of parental involvement with the school
- Creating a stimulating environment which is well organised and includes high-quality teaching
- Demonstrating an understanding of the principles and practices of child-centred learning, providing a broad and balanced programme for all pupils by ensuring differentiation
- Undertaking other duties as directed by the Senior Programme Manager (IDS)
- Together with other school staff, writing and implementing Individual Learning Plans
- Spotting training and development opportunities through the school's network and supporting colleagues to take part in them

2. Curriculum coordination

To lead the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum.

- Contributing to the implementation and achievement of the school's development plan
- Planning and preparing lessons
- Contributing to the whole school's planning activities
- Developing expertise in the assigned curriculum area
- Keeping abreast of subject updates through research and Continuing Professional Development
- As teaching and learning expert, advising staff on curriculum matters
- In consultation with colleagues, producing written policies and guidance
- Overseeing the effective use of curriculum resources in all subject areas
- Ensuring compliance with statutory curriculum guidance
- Coaching colleagues to ensure good practice in the above subject areas
- Assisting in the evaluation of delivery of the across the school
- Making use of Inspired Directions School's strong network of partners such as local schools, colleges and individuals to improve our own curriculum
- Working with the Senior Programme Manager, design and evaluate a dynamic and comprehensive curriculum to meet students' various education needs



- Planning and overseeing daily timetable
- Creating a curriculum plan for delivery of core academic, project-based, creative and additional programmes
- Sourcing curriculum opportunities and liaising with external curriculum and project providers
- Leading classroom curriculum delivery, ensuring pupils receive a high-quality education in accordance with our ethos and values

3. Behaviour management

- Maintaining student discipline, in accordance with our procedures. Modelling good practice with regard to punctuality, behaviour and work
- Contributing to behaviour management, taking charge of situations to ensure that the learning environment is calm and well organised, in line with our Student Behaviour Policy
- Establishing and maintaining supportive relationships with individual students and their parents and carers, including regular liaison to discuss student progress and development or issues
- Attending external meetings when required, including liaising with professionals connected with students and attending educational reviews to discuss their progress
- Writing and implementing Individual Behaviour Plans for students
- Building and maintaining links with statutory and non-statutory support services in Hackney and other Local Authorities to ensure the needs of the young people are met

4. Line management

- Managing a small group of teaching staff
- Promoting a mutual understanding of the school curriculum with colleagues, with the aim of improving teaching and learning across the school
- Setting an example of professionalism to all school staff
- Carrying out regular reviews and annual performance reviews of teachers in line with Inspire's performance management framework

5. Assessment and reporting

- Following assessment and reporting procedures and policies
- Managing student records and providing summary reports internally, to the Chief Executive for the Board of Governors, Ofsted and commissioners on student attainment and progress
- Working with the Senior Programme Manager and Programme Managers to manage and develop accreditation opportunities
- Ensuring the effective administration and upkeep of data and records, including electronic and paper-based records for staff, pupils, parents and outside agencies and delivery partner service level agreements
- Overseeing procedures and processes relating to examination entries and external qualifications

6. Safeguarding

- Working closely with the Designated Safeguarding Lead, ensuring safeguarding processes and procedures are adhered to by all staff
- Attending safeguarding training when required, as a minimum on an annual basis
- Conducting risk assessments to ensure all learning environments are safe and effective

7. Personal Development

- Adhering to Inspire's Performance Management Framework and taking part in appraisals
- Working with the Senior Programme Manager to identify and work towards personal development objectives
- Exploring and taking up opportunities for continuing professional development

Area	Essential/ Desirable	Criteria
Qualifications	E	Educated to degree level or equivalent
	E	Teaching qualification
Experience	E	Working in or with an alternative provision or education setting with students aged 14-16
	E	Ofsted inspections, the Common Inspection Framework and other regulatory checks relating to the delivery of a varied curriculum
	E	Identifying and developing relevant teaching and assessment resources
	E	Developing effective schemes of work
	E	Significant experience of planning and delivering an engaging curriculum
	E	Demonstrable experience of positive behaviour management
	D	Conducting student assessments
	D	Working in a multi-cultural education setting
	D	Teaching young people GCSE English
	D	Reporting on student attainment, behaviour and progress
	D	Line managing others
	D	Working with external partners
	D	External verification
	D	Examinations and external qualifications
Skills and attributes	E	Ability to build a rapport with students and parents
	E	Teaching and group facilitation skills
	E	Ability to motivate and support others
	E	Excellent planning, prioritisation and organisational skills
	E	Self-motivated and able to drive work forward
	E	Ability to build and sustain positive, professional relationships and manage expectations with young people and professionals
	E	Excellent line management skills
Knowledge	E	Differentiating programmes and content for young people with a range of additional needs
	E	Awareness of equalities issues



	E	Understanding of child-centred pedagogies
	E	Knowledge of statutory curriculum guidance
	E	Excellent working knowledge of safeguarding and 'Keeping children safe in education'
	D	Relevant legislation, particularly in relation to an alternative provision setting
Characteristics	E	Positive attitude and enthusiasm
	E	Commitment to developing high-quality work-related learning experiences for students
	E	Highly organised
	E	Excellent listening skills, for students, parents and colleagues
	E	Flexible approach to the role
	E	Excellent team player, with a willingness to support colleagues
	E	Strong personal alignment with Inspire and desire to support young people to achieve their potential
		Commitment to high-quality outcomes and delivery
	E	Collaborative approach
	E	Interested in a varied role
	E	Professional and calm persona
	E	Thrives in a busy environment
	E	Desire to learn and develop