

Job Title	Curriculum Pathway Leader (CPL)
Pay scale	TLR
Location	<p><b>JFK Special School.</b> The school is spread across four sites, with CPLs based at sites. The CPL will be based primarily at one of these sites but could also:</p> <ul style="list-style-type: none"> <li>• Be required to spend time in the other three sites as required.</li> <li>• Move their permanent base from one site to another depending on need.</li> <li>• Be required to participate in projects and work collaboratively across all of our schools.</li> </ul>
Responsible to	Assistant headteacher (line manager)
Purpose	<p>The CPL will:</p> <ul style="list-style-type: none"> <li>• Provide leadership and management of pupil development and achievement across the curriculum</li> <li>• Facilitate development of high quality teaching and learning in class groups</li> <li>• Demonstrate the skills of a high quality teacher</li> <li>• Be a member of the site leadership team and assist in managing the site</li> <li>• Undertake such duties as are delegated by the Headteacher</li> </ul>
Job context	JFK Special School is a complex organisation spread across four sites and therefore requires leaders who can work collaboratively and flexibly. CPLs are responsible for the teaching, learning and provision within a pathway.
Key leadership responsibilities	<ul style="list-style-type: none"> <li>• Contribute to formulating and reviewing the aims, objectives, policies and procedures in the context of the specific needs of the school, including any statutory obligations</li> <li>• Ensure that priorities of the SIP are met and contribute to the identification of future priorities</li> <li>• Demonstrate sound financial planning which identifies priorities and targets for ensuring that pupils achieve well and make progress, increasing teacher effectiveness and securing school improvement.</li> <li>• Promote JFK as a model of sound educational practice by using proactive techniques and evidence based pedagogy.</li> <li>• Provide a clear education direction and effective organisation and management of pathways</li> <li>• Actively support pupils and their families and promote their needs through our links with the Local Authority, health services and voluntary organisations.</li> <li>• Keep up-to-date knowledge and understanding of learners with SEND, to ensure all staff are responsive to the changing needs of young people with SEN</li> <li>• Provide a safe, calm and well-ordered environment for all students and staff focused on safeguarding students and developing their competencies and aspirations, preparing our young people for the opportunities and experiences of adult life.</li> <li>• Strongly steer and support our teachers, other staff and volunteers to constantly translate the school's vision into strategic decisions and actions.</li> <li>• Create and maintain an environment and code of behaviour which promotes staff learning, and high standards of challenge and development of staff.</li> <li>• Organise and lead pathway team meetings</li> <li>• Commitment to professional and self development through CPD</li> <li>• Lead by example with integrity, creativity, resourcefulness and resilience, drawing on personal coaching and modelling track record.</li> <li>• Provide stimulating and purposeful leadership and encourage staff to achieve the</li> </ul>

	<p>highest personal and professional standards at all times.</p> <ul style="list-style-type: none"> <li>• Contribute to and lead systems implemented for the management of staff performance, incorporating appraisals and target setting</li> <li>• Encourage team development and an ethos which stimulates and enables everyone to develop good working relationships, work collaboratively and accept responsibility for shared outcomes.</li> <li>• Develop and keep clear channels to ensure efficient and effective communication and information transfer.</li> <li>• Ensure staff, volunteers and visitors feel safe and protected at all times.</li> <li>• To provide and maintain a model of exemplary classroom practice in the subject area/s they lead from which others can observe, seek advice and improve their own performance.</li> <li>• To attend relevant training and to report back to the SLT, discussing the possible implementation of such training and the impact on learning and teaching across the school.</li> <li>• To liaise with the Senior Leadership Team on a regular basis, sharing successes and challenges arising from their work that may influence future CPD and SIP priorities.</li> <li>• To identify priorities for the team over the year, planning for them to be addressed in a timely but manageable way.</li> </ul>
<b>Key management responsibilities</b>	<ul style="list-style-type: none"> <li>• Exercise strategic, curriculum-led financial planning for the relevant pathway</li> <li>• Support the Head of Provision to ensure that the site is appropriately staffed at all times</li> <li>• Collate details of parental meetings and any relevant correspondence</li> <li>• Liaise with outside agencies, MDT etc to ensure that students' needs are met</li> <li>• Organise and lead on all general matters relating to the organisation of the pathway</li> <li>• Support the induction, training, monitoring and assessment of new and existing staff as necessary</li> <li>• Oversee the home / blended learning offer for the pathway</li> <li>• Monitor and evaluate the performance of the pathway and report to the Governing Body as required.</li> <li>• Deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plans and financial situation.</li> <li>• Ensure regular and positive contact with parents of all students in the pathway</li> <li>• Maintain an overview of all risk assessments whether in school or off-site</li> <li>• Ensure, through a variety of means (website, social media, policies, training etc.) that stakeholders are kept well-informed of the provision and priorities of the team.</li> <li>• Facilitate annual reviews and read annual reports</li> </ul>
<b>Key teaching and learning responsibilities</b>	<ul style="list-style-type: none"> <li>• To have a forward-thinking approach to teaching and learning, developing new areas of best practice in Special Education</li> <li>• Ensure that high quality special education provision, training, advice, therapy and care are consistently provided</li> <li>• Ensure that all students receive a good quality education through a targeted curriculum programme designed to promote a stimulating style of learning in a safe and healthy environment</li> <li>• Monitor and evaluate target setting, planning and overall provision for students within the pathway</li> <li>• To be responsible for monitoring and reviewing behaviours of concern and maintenance of positive behaviour and discipline within the pathway - liaising with the PBST as necessary</li> <li>• Maintain an overview of attendance within the pathway</li> <li>• Monitor and evaluate teaching and learning and the standards of students' achievement and set targets for improvement</li> <li>• Monitor and evaluate planning, classroom practice, ensuring that underperformance is challenged at all levels and support is available at all times to develop strategies for improvement.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain and develop effective links with the community, to enhance teaching and learning to provide a rich, broad and relevant curriculum.</li> </ul>
<b>Key safeguarding responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure that staff are aware of and adhere to the school's safeguarding policies and procedures.</li> <li>• Ensure that the school is deeply committed to safeguarding and promoting the welfare of children and young people as required under legislation and that all staff, volunteers and visitors share this commitment.</li> <li>• Ensure protocols, procedures and policies are reviewed and amended to follow current DfE statutory guidelines and are fully implemented and followed by all staff, volunteers and visitors.</li> <li>• Ensure all staff and volunteers feel comfortable to raise concerns about poor and unsafe practice in regard to pupils, and that such concerns are addressed sensitively and effectively, in a timely manner and in accordance with agreed whistleblowing procedures.</li> <li>• Represent the school at CIN meetings.</li> <li>• Cooperate and work with relevant partners to protect children at all times.</li> <li>• Ensure that the needs of our students and staff are met whilst complying with Health and Safety regulations.</li> </ul>
<b>General responsibilities</b>	<p>All employees are expected to:</p> <ul style="list-style-type: none"> <li>• Undertake any training commensurate with the post.</li> <li>• Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.</li> <li>• Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.</li> </ul> <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</p>