

We Are Hiring

HEAD OF CURRICULUM DEVELOPMENT

Creativity

Holistic Education

Open-Mindedness

Individuality

Location:	Central Office, London and other TCW school sites
Hours:	Monday – Wednesday: 8.30am – 4.30pm Thursday: 8.30am – 6.00pm Friday: 8.30am – 4.00pm
Salary:	From £40,000 FTE per annum
Responsible To:	Director of Education

Role Summary:

The Head of Curriculum Development is responsible for designing and developing the curriculum that teachers deliver across all TCW schools. This includes creating and maintaining a comprehensive suite of schemes of work, accompanying teaching resources and assessment materials across every subject area and key stage. The role leads TCW's digital platform strategy including the development and management of the platforms used by staff and students for curriculum and lesson delivery, as well as the school's approach to AI in education. As a member of the central leadership team, the Head of Curriculum Development works closely with the Head of Curriculum to ensure that content design and implementation are aligned, with the Head of Creative Learning to ensure creativity is embedded across the curriculum. The role line manages the subject consultants (English, Maths and Science) and BTEC consultants.

Responsibilities:

Curriculum Design and Schemes of Work

1. Lead the design and ongoing development of a comprehensive suite of schemes of work (SoW) covering all subjects and key stages offered by TCW, from Entry Level through to Key Stage 5 where applicable.
2. Design all schemes of work against TCW's six curriculum design principles, ensuring they are knowledge and vocabulary rich, sequenced and coherent, flexible, accessible, diverse and evidence-informed. Detailed guidance on the meaning of each principle in practice is set out in the curriculum policy and should inform all content and resource development.
3. Ensure academic SoW are aligned to relevant national curriculum frameworks and exam board requirements. For vocational and experience day subjects, take a real-world, project-based approach structured around key events and culminating experiences (such as the Christmas Bazaar, Creative Exhibition and end-of-year Showcase) that develops both technical skills and an entrepreneurial mindset, and is structured so students can join at any point in the cycle without disadvantage.
4. Ensure all SoW reflect TCW's core values of creativity, holistic education, individuality and open-mindedness, and embed deliberate opportunities for students to develop their primary skills of communication, resilience, confidence and working with others wherever the subject allows.
5. Ensure that diversity, British values and all other statutory themes are embedded and accurately mapped across all SoW so that students' progress in these areas can be tracked.
6. Work with subject consultants to incorporate subject-specific expertise and keep all SoW current with any changes to exam boards, qualifications or relevant legislation.
7. Create and maintain assessment frameworks, including baseline assessments and marking guidance, to support consistent and accurate tracking of student progress across all subjects.
8. Moderate student work across subjects where required, providing feedback to teaching staff and subject consultants on standards and consistency to support continuous improvement.
9. Apply a thorough knowledge of SEND including an understanding of EHCPs and the range of complex and behavioural needs presented by TCW students to ensure all SoW and resources are appropriately differentiated and accessible without compromising ambition or challenge.
10. Design and develop enrichment projects, events and trips for embedding within student education programmes, working with teachers, Curriculum Coordinators and the Head of Creative Learning to bring curriculum content to life and support the development of the whole student.
11. Ensure all schemes of work are designed with Curriculum Coordinators as the primary end user, providing sufficient structure, guidance and contextual notes that coordinators can confidently build bespoke, individualised plans for students without needing to refer back to central office, balancing consistency of intent with flexibility of application across all schools and settings.
12. Regularly review and evaluate the quality and impact of all curriculum content, actively seeking feedback from the Head of Curriculum, Curriculum Coordinators, teaching staff and school-based SEN Leads on how materials are working in the classroom and using this to drive continuous improvement.
13. Oversee and conduct an annual review of each subject area, evaluating the quality, impact and currency of schemes of work and resources, and using the findings to set clear priorities for development in the year ahead.
14. Ensure all SoW are clearly documented, consistently formatted and organised so that they can be easily accessed and applied by Curriculum Coordinators and teachers across all schools, and uploaded to any relevant platforms like Toddle.
15. Take responsibility for developing, maintaining and reviewing TCW's curriculum policy, ensuring it reflects current practice, meets statutory requirements and is updated in line with the school's policy review cycle.

Resources and Teaching Materials

1. Oversee the creation and maintenance of high-quality teaching resources, lesson materials and assessment tools across all subjects.
2. Ensure all resources are produced to TCW's accessibility standards, using accessible fonts and sufficient colour contrast, including captions in video materials, chunking learning into clear cycles to manage cognitive load, and removing year group labels so materials can be used when students are ready regardless of age.
3. Ensure all resources are well-organised and accessible to staff via TCW's digital platforms, with clear version control and an up-to-date filing structure.
4. Commission and quality-assure resources developed by subject consultants, ensuring they are of a consistent standard and aligned to the relevant SoW.
5. Ensure resources are designed to be adapted by teachers to meet individual student needs, including the needs of students with SEND.
6. Identify and source external resources where internal development is not practicable, ensuring they are appropriately reviewed before use.
7. Work with the Head of Creative Learning to ensure that creative approaches and enrichment opportunities are embedded within curriculum resources.

Digital Platform and Technology Strategy

1. Lead TCW's digital curriculum platform strategy, overseeing the development and management of the platforms used by staff and students for curriculum and lesson delivery and resource sharing, including Toddle.
2. Develop and implement TCW's strategy for the use of AI across teaching, learning and curriculum development, identifying opportunities to enhance quality and efficiency while maintaining appropriate safeguards.
3. Ensure that the school's digital infrastructure effectively supports curriculum delivery across all sites.
4. Identify and evaluate emerging technologies and EdTech tools that could enhance the quality of curriculum content or the efficiency of staff workflows.
5. Provide training and guidance to staff on the digital tools and platforms used for curriculum purposes, ensuring all relevant staff are confident and competent in their use.
6. Ensure all digital platforms and tools comply with TCW's data protection and safeguarding policies.

Line Management

1. Line manage the English, Maths and Science consultants and the BTEC consultants, holding regular one-to-one meetings and conducting performance reviews in line with TCW's appraisal policy.
2. Ensure consultants are delivering high-quality curriculum support, up-to-date schemes of work, effective resources and appropriate training to teaching staff.
3. Facilitate regular cross-consultant meetings to share best practice, align approaches across subjects and develop cross-curricular links.
4. Support consultants in remaining current with changes to their subject areas, including exam board updates, new qualifications and relevant research.
5. Work with consultants to quality-assure curriculum content across all subject areas and identify and address any gaps in the provision.
6. Liaise with the wider consultancy team to maintain consistency of approach and ensure all consultants are working collaboratively towards shared goals
7. Line manage designated support staff, including the Speech and Language Therapist, holding regular one-to-one meetings and conducting performance reviews in line with TCW's appraisal policy.
8. Work closely with designated support staff to ensure their specialist expertise informs curriculum design and resource development, so that the needs of the students they support are effectively embedded and addressed across all schemes of work

Training and Staff Development

1. Train Curriculum Coordinators on new and updated schemes of work, resources and digital platforms, ensuring they have sufficient understanding of the intent behind each SoW to implement and adapt it effectively.
2. Train new teaching and coordinator staff on TCW's curriculum content as part of their initial training, in collaboration with the Head of Curriculum.
3. Attend and contribute to weekly Thursday training sessions (4:30–6:00pm), delivering or supporting curriculum and digital platform sessions as required.
4. Support subject consultants in developing and delivering high-quality subject-specific training for teachers.
5. Ensure all staff who deliver the curriculum have the resources, guidance and support they need to do so with confidence and consistency.

Collaboration and Leadership

1. Promote the school's ethos and values in all work.
2. Work closely with the Head of Curriculum to ensure that curriculum content and implementation are aligned, and that feedback from delivery informs ongoing content development.
3. Collaborate with the Head of Creative Learning to ensure creativity is at the heart of the curriculum and that cross-curricular creative projects are well-resourced.
4. Work with the Head of Creative Learning to plan and agree the creative theme for each half term, ensuring curriculum content connects with and supports whole-school projects and enrichment activities.
5. Seek feedback from school-based SEN Leads and Curriculum Coordinators on the classroom effectiveness of schemes of work and resources, and use this to inform ongoing content development.
6. Work with the Head of Teaching and Learning to ensure curriculum content supports high-quality teaching and learning across all schools.
7. Represent curriculum content in management and leadership meetings and contribute to whole-school strategic planning.
8. Create, develop and maintain all policies and procedures relating to areas of responsibility.
9. Contribute to the preparation for Ofsted inspections and, where required, represent the curriculum content function during inspections, discussing the intent, implementation and impact of the curriculum.
10. Write a half-termly report reviewing the department's work for the Executive Headteacher.
11. Line manage staff as required and conduct staff investigations and hearings as required.
12. Attend meetings and training as required.
13. Support in the delivery and administration of examinations where required, working with the Exams Officer to ensure qualification entries are accurate and exam delivery runs smoothly.
14. Be trained in Level 2 safeguarding and follow all safeguarding policies and procedures to protect our students.

Person Specification:

Essential:

- Qualified Teacher Status or significant experience of working in secondary education.
- Qualifications: GCSEs in Maths, English and Science at C or above. Degree or equivalent.
- Significant experience of designing curriculum and developing schemes of work, ideally across multiple subjects or key stages.
- Strong knowledge of the national curriculum and the qualifications offered at TCW, including GCSEs, BTECs and Entry Level Certificates.
- Experience of leadership in a school setting.
- Strong knowledge of SEND, including an understanding of EHCPs and the range of complex and behavioural needs presented by TCW students, with demonstrable experience of designing curriculum that is differentiated, ambitious and accessible for this group.
- Knowledge of evidence-informed curriculum design and the science of learning, with the ability to apply research outcomes and best practice to practical curriculum and resource development.
- Strong understanding of digital platforms used in education and experience of managing or developing them.
- Familiarity with AI tools and a clear understanding of how they can be applied appropriately in an educational context.
- Excellent attention to detail in the development of curriculum documents, assessment frameworks and teaching resources.
- Excellent written skills for producing high-quality, well-structured curriculum content.
- Ability to work strategically and independently, managing multiple workstreams and competing priorities.
- Excellent organisational and planning skills and ability to multitask.
- Strong communication and interpersonal skills, with the ability to lead and develop a team of specialist consultants.
- Adaptable and flexible approach to work, with a willingness to challenge and improve processes.
- A team player who is able to develop effective working relationships and collaborate across departments.
- Good IT knowledge of Microsoft Office packages, Gmail, Google Drive and educational platforms such as Ariel and Toddle.
- Personable, professional and courteous in manner.
- A friendly, positive and proactive attitude to work, even in stressful environments.
- Able to be discreet and loyal and handle confidential material professionally.
- Awareness of safeguarding responsibilities.

Desirable:

- Experience of designing vocational or project-based curricula, ideally structured around real-world outcomes and key events.
- Experience of working in a creative, alternative or non-traditional educational environment.
- Experience of working in a charity.
- Experience of managing or developing digital learning platforms.
- Practical experience of AI tools in an educational context.
- Knowledge of BTEC and vocational qualifications.
- Familiarity with school management information and curriculum planning systems.

The job description is not an exhaustive list and there may be times when the Director of Education will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

Extra Information:

This is a salaried full time position. This role is only expected to work in the school during term time with the exception of an additional 10 specified, out-of-term, office days (dates TBC in advance of the commencement of the school year or upon request). Official leave is 20 days per annum (to be taken out of school time) plus bank holidays, however the rest of the school holidays staff are only expected to work from home to the degree required to meet their duties though should be contactable as required. This role may also be entitled to up to 5 days unpaid term-time leave per annum, to be taken in blocks of no more than 2 days at the discretion of the Headteacher.

The working hours are based on 08.30–16.30 with a 30-minute lunch break on weekdays, with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserves the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Thursday training sessions, which run 4:30–6:00pm and the TCW showcase. Dates are provided at the beginning of every new academic year.

This role will be directly managed by the Director of Education, with performance reviews happening in line with the appraisal policy. It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook.

All teachers and members of management will be required to meet the Ofsted criteria of good and always aim for outstanding as depicted in the Ofsted guidelines. Staff will be required to attend extra, unpaid training if they do not meet the criteria for good.

This role is a multi location role between our East and South school and our Central Office.

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment.