



## JOB DESCRIPTION

<b>Job Title:</b>	Curriculum Coordinator
<b>Responsible To:</b>	Education Support Officer (Line Manager) and Head of Curriculum
<b>Location:</b>	Central Office, Aldgate East
<b>Salary:</b>	From £23,000

### **Summary of the role:**

This role is responsible for supporting the teachers in delivering our bespoke curriculum to TCW students, assessing student progress and maintaining key student documents including Individual Education Plans (IEPs) and Risk Assessments. This role is integral to ensuring effective communication is maintained between the central office and teachers and that they feel well supported and guided. The role represents the education team in numerous education focused meetings and works closely with parents, carers, students and referrers.

### **Responsibilities:**

#### **Education Team**

1. Establish and maintain supportive relationships with our teachers to ensure effective two-way communication in regards to the attainment and progression of students.
2. Support teachers with the maintenance of risk assessments for their students and responsible for ensuring all documents are up-to-date and read by all appropriate staff.
3. Ensure student online folders are accessible to the correct staff members and accurate.
4. Support the cover team, assisting in the coordination of covering students lessons when teachers are absent
5. Represent the education team in meetings and phone calls with parents, carers, students and/or referrers.
6. Assist the exams officer in the administration and execution of exams.
7. Work alongside the Head of Admissions to suggest positive teacher/student pairings.
8. Lead Annual Review meetings.
9. Cover colleagues within the team where required.
10. Manage and keep records of the school's resources, and assist staff in accessing these.
11. Attend whole school and subject specific training, along with any other appropriate training.
12. Support in the delivery of training when required.

#### **Curriculum**

13. Lead initial meetings to further establish students' curriculum needs and abilities and create an introductory education plan for students' first two weeks of placement.
14. Complete, maintain and update Individual Education Plans (IEPs) for students, ensuring the use of TCW's creative facilities and programmes where appropriate.
15. Work alongside and support the teacher in their delivery of the student's education plan and report writing.
16. Coordinate the production of individual student half-termly reports, including proof-reading them to ensure their high quality before sending to parents and referrers.
17. Support with the running of weekly teacher report writing clinics.
18. Track all students' progress to ensure that students are working towards targets and make adjustments to their curriculum or educational package where required.
19. Work alongside the Teaching and Learning Officers to ensure curriculum needs of students are met.
20. Support teachers in assessing their students progress using our 'DSM' tracking sheets and completion of half termly assessments.
21. Work alongside teachers to further their professional development and feedback concerns to the Teaching and Learning Officer.

22. Work with the Education Support Officer and teacher to encourage a transition from 1:1 to group education where possible.
23. Support teachers and Student Welfare Officers in post-16 planning. Ensuring that all students have an appropriate pathway plan in place.
24. Keep local authorities and annual reviews up-to-date with pathway plans.
25. Run the TCW student alumni.

### **Exam Coordination**

26. To coordinate the logistics of exams for students in your assigned area including creating timetables and organising staff invigilation.
27. Coordinate the preparation and submission of entries to examination bodies
28. Ensure that students are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time.
29. Ensure that all examination information is displayed at each centre.
30. Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any online examinations.
31. Ensure that all necessary stationery and materials and other requirements are provided for examinations.
32. Deal with enquiries from parents and students regarding qualifications.

### **Person Specification**

#### Essential

- Share a vision to make a difference to young people's lives and an understanding of the difference this role can make.
- Experience of working with children and young people or coordinating children's activities or learning.
- Accuracy and high levels of attention to detail.
- Qualifications: GCSEs in Maths, English and Science at C or above. Degree or Equivalent.
- Knowledge of SEN/behavioural students.
- Excellent knowledge of curriculum and differentiation.
- Ability to work alone and with initiative.
- Excellent organisational and planning skills and ability to multitask.
- Adaptable and flexible approach to work and relationships.
- Willing to embrace change and challenge processes to improve efficiency.
- Able to manage workloads and priorities
- An ability to demonstrate emotional resilience whilst working under pressure.
- A team player who is able to develop effective relationships with the team and work in partnership with others.
- Excellent written and verbal communications skills.
- Strong administration skills.
- Good knowledge of Microsoft Office packages, Gmail, Google Drive, etc.
- Good numeracy and written English.
- Excellent telephone manner.
- Personable, professional and courteous in manner.
- A friendly, positive and proactive attitude to work.
- An ability to empathise with and support others.
- Able to manage stressful environments.
- Able to be discreet and loyal.
- Able to handle confidential material professionally.

#### Desirable

- Qualified Teacher Status or extensive experience of delivering or leading on curriculum
- Experience in a school setting
- Experience of working in a creative environment
- Knowledge of safeguarding matters
- Experience of working in a charity

The job description is not an exhaustive list and there may be times when the Chief Executive Officer or Headteacher 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 office 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.

This role is classed as a category 2 role which means it is based in the central office and has direct contact with students or is directly involved in the day-to-day running of the student's education, the school or office. To this end it is expected that this role is (under normal circumstances) an in-person role.

The working hours are based on 08.00-17.00 with a 60-minute lunch break 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 finish at 6.00pm, the TCW showcase and the Student Awards event, which finish at 8.00pm. Dates are provided at the beginning of every new academic year.

This role will be directly managed by the Education Support Officer for the area to which the role is assigned. Performance reviews will happen at least once a term. 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.