

The College is committed to safeguarding and promoting the welfare of young people, and expects all staff to share this commitment

JOB DESCRIPTION **CURRICULUM LEAD**

Contract Type: Permanent

Salary: Main Pay Scale + SEN 1 + TLR 2 1

Working Arrangement: 35hrs/week

Responsible to: Deputy Principal

Purpose of the Post

To lead the ongoing **development** of Phoenix Autism Trust’s post-16 **curriculum**, ensuring it continues to meet the changing needs of our learners and **remains compliant with funding and legislative requirements**. As a growing and evolving provision, this role will **help shape and improve our offer** as the College develops. The post holder will need to be **flexible and adaptable**, ready to **respond positively** to change as the provision grows. This middle leadership role includes **some classroom teaching** and plays a key strategic part in securing **high-quality, autism-specific/SEND education** across the College.

Main Duties and Responsibilities

- **Review and enhance** the existing **curriculum** to ensure it supports **personalised learner pathways** and **EHCP outcomes, needs and provisions**, particularly around independence, employment, communication, and community engagement.
- **Ensure curriculum compliance** with current post-16 **SEND legislation and funding frameworks**.
- Work closely with teaching and support staff to **implement curriculum improvements** and **share best practices** in autism-specific pedagogy.
- **Monitor and evaluate** the impact of **the curriculum**, using **data** and staff/learner feedback to inform **ongoing development**.
- Teach a **reduced timetable**, delivering **high-quality**, engaging sessions and **modelling** effective practice.
- **Support the professional development of staff** through coaching, mentoring, and curriculum-focused CPD.
- **Lead on developing relationships** with families, therapists, and external partners to ensure a **holistic and integrated approach** to curriculum **design, delivery and assessment**.
- **Quality assure** curriculum delivery through learning walks and lesson observations and address trends in areas of improvement by delivering whole staff CPD sessions.
- **Mentor individual members** of the curriculum team to support with personalised CPD next steps following learning walks and lesson observations.
- **Create strategic plans** that drive continuous improvement in all areas of **the curriculum**.
- **Directly manage teachers, instructors and tutors as necessary** to ensure effective curriculum delivery, consistency in practice, and a high standard of teaching across the provision.
- **Coordinate** and oversee **enrichment activities** that enhance learners’ personal development, social skills, and engagement beyond the core programmes.
- **Coordinate** the planning and delivery of **accredited units**, ensuring they are embedded meaningfully within the wider programmes, and support with internal moderation processes in line with awarding body requirements.

- To follow any and all **reasonable requests** as required by your line manager and College Principal.
- **Present and analyse** whole College **student progress data**.
- To act as the first point of contact for teaching staff in **developing personalised strategies** for students who present **behaviours that limit access** to the **curriculum**.
- Develop procedures and **lead HR meetings** for curriculum staff such as **appraisals** and **performance management** meetings.
- Any other duties as required per the principal's request.

Equal Opportunities Statement

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures, and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the college community.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

Whole College Duties

To play a full part in the life of the school, the College and its community and to support its mission and ethos and to be a role model for staff and students.

Person Specification

Essential:

- QTS or QTLS
- Significant experience teaching autistic children and/or young people with complex/high needs in an SEN setting.
- Experience of curriculum design for high needs students.
- Strong understanding of EHCPs, SEND legislation, and post-16 funding models.
- Excellent leadership, communication, and organisational skills.
- Adaptable, resilient and solution focussed.

Desirable:

- Working knowledge of RARPA.
- Working knowledge of Entry Level accreditation providers such as 'Open Awards'.
- Working knowledge of 'Evidence for Learning'.
- Additional qualifications in SEND, autism education, or leadership.
- Post-16 teaching experience.
- Working knowledge of the education components for supported internships.



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