

## Curriculum Advisor

The Curriculum Advisor is a key strategic role within Leigh Academies Trust, designed to drive curriculum excellence and innovation across our schools. As a subject specialist and collaborative leader, the Curriculum Advisor supports colleagues across the Trust to deliver high-quality teaching, consistent curriculum planning, and impactful assessment practices. With influence across multiple academies, this role blends subject expertise, coaching, and strategic thinking to enhance student progress, foster professional growth, and shape the future of education across our Trust.

### Core Purpose

The Curriculum Advisor plays a pivotal role in shaping the quality of curriculum provision across the Leigh Academies Trust, ensuring that all students benefit from a rich, coherent, and high-performing educational experience. This role is responsible for designing and implementing best-practice, cost-effective curriculum models; supporting schools to develop subject syllabuses, schemes of learning, unit plans and assessment policies; and raising standards of teaching and student attainment. Working closely with senior leaders, subject teams, and teachers, the Curriculum Advisor champions evidence-informed pedagogy and fosters a culture of high-quality professional development. They will lead the development of co-curricular programmes and Trust-wide competitions, promote collaboration across schools, and support ongoing monitoring and evaluation of teaching and learning. In doing so, the Curriculum Advisor ensures that the curriculum remains inclusive, forward-thinking, and aligned with both local and national educational priorities, contributing to whole-school development and wider Trust strategy.

### Key Areas of Responsibility

#### 1. Strategic Curriculum Leadership

- Lead the development of curriculum policy and practice within your subject area to ensure consistency and high quality across all Trust academies.
- Support schools in designing, sequencing and resourcing curriculum pathways that are ambitious, broad, balanced and aligned with Trust frameworks.
- Analyse relevant performance data, educational research and policy documentation to inform strategic planning and decision-making.
- Work collaboratively with other Curriculum Advisors to ensure coherence in curriculum intent, implementation, and impact across phases and settings.

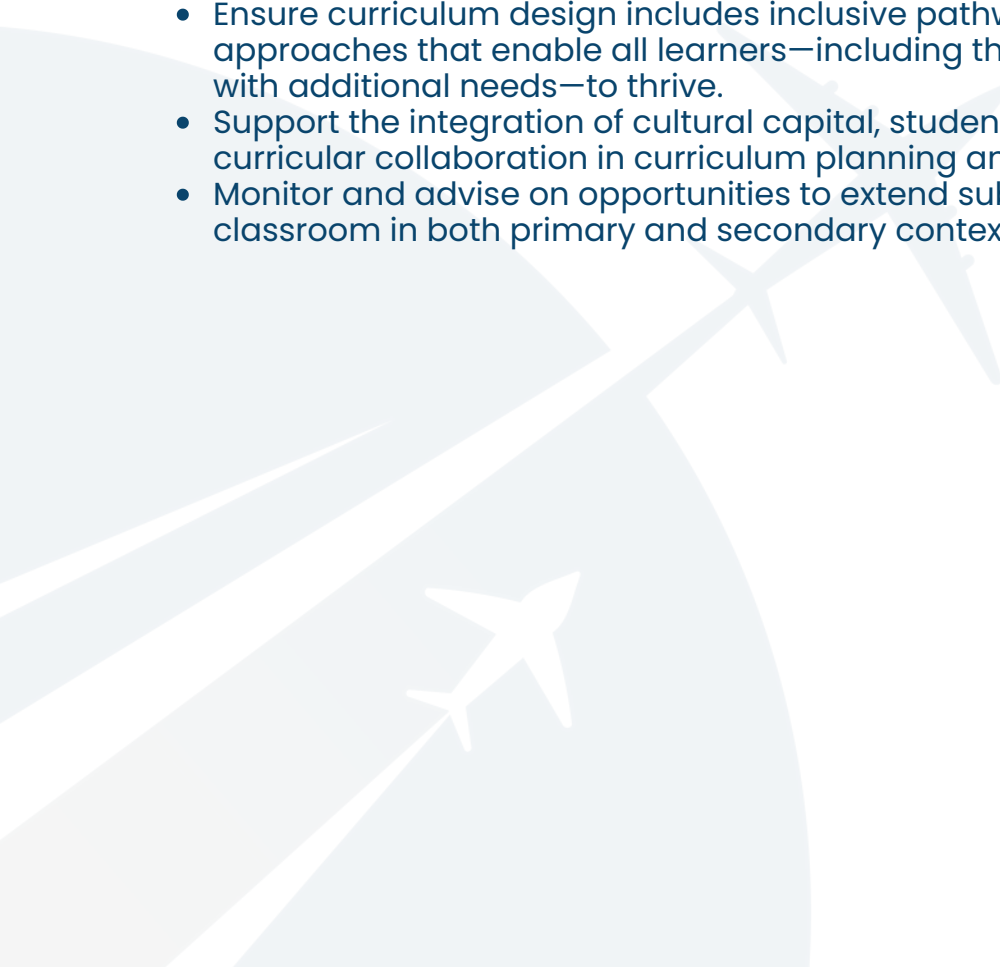
- Contribute to whole-Trust curriculum development, including promotion and alignment of the IB programmes (where applicable).
- Stay abreast of national curriculum changes, initiatives and developments, ensuring the Trust remains forward-thinking and evidence-informed.

## **2. Staff Development and Professional Learning**

- Provide high-quality CPD and support for curriculum leaders, teachers and wider staff, including planning and leading Trust-wide training and INSET.
- Act as a mentor and coach to colleagues, encouraging reflective practice, collaboration and subject-specific pedagogical development.
- Promote teamwork and subject networks across the Trust, developing a thriving professional learning community.
- Identify and respond to individual and group training needs through data analysis, observations, and consultation with academy leaders.
- Support staff in developing accurate and purposeful assessment systems, facilitating moderation processes across schools.
- Provide guidance and support to curriculum areas in preparation for Ofsted inspections, including review of curriculum documentation and intent statements.
- Promote the use of digital tools and platforms in line with the Trust's wider digital strategy to enhance teaching and learning.

## **3. Curriculum Enrichment and Student Experience**

- Contribute to the design and development of co-curricular and enrichment opportunities in your subject, including competitions, trips, events and extended learning.
- Ensure curriculum design includes inclusive pathways and differentiated approaches that enable all learners—including the most able and those with additional needs—to thrive.
- Support the integration of cultural capital, student voice, and cross-curricular collaboration in curriculum planning and delivery.
- Monitor and advise on opportunities to extend subject learning beyond the classroom in both primary and secondary contexts.



# Person Specification – Curriculum Advisor

This section outlines the essential and desirable attributes expected for the role of Curriculum Advisor.

## Qualifications and Training

### Essential:

- Qualified Teacher Status and relevant subject-specific degree.
- Evidence of appropriate and recent professional development.
- Commitment to ongoing professional learning and development.

### Desirable:

- NPQML/NPQSL or equivalent postgraduate leadership qualification.

## Knowledge and Understanding

### Essential:

- Deep subject knowledge and understanding of curriculum frameworks, including assessment principles, curriculum sequencing and national curriculum/IB alignment.
- Ability to analyse data and use it effectively for benchmarking, target setting and improvement planning.
- Knowledge of current curriculum and pedagogical research and its classroom application.
- Understanding of the principles of effective leadership in a curriculum development context.
- Knowledge of moderation, standardisation and quality assurance processes in assessment.

### Desirable:

- Understanding of how digital technologies and learning platforms can support curriculum delivery and student engagement.

## Experience

### Essential:

- Experience of curriculum leadership (e.g. Head of Department, Phase Leader or equivalent).
- Evidence of successfully leading a team or initiative that accelerated student progress.

- Experience supporting colleagues to improve teaching and curriculum design.

#### **Desirable:**

- Experience as a senior leader within a school or trust setting.
- Involvement in multi-school or Trust-wide curriculum development projects.

## **Skills**

#### **Essential:**

- Strategic thinker with the ability to design and deliver impactful plans to raise standards.
- Highly effective communicator with the ability to build positive relationships with a range of stakeholders.
- Excellent coaching, mentoring, and team-building skills.
- Organised and efficient, with the ability to meet deadlines and manage competing priorities.
- Willingness and flexibility to travel across academies and contribute to the wider leadership of the Trust.
- Ability to lead change and manage projects with impact and sustainability in mind.

## **Personal Qualities**

#### **Essential:**

The ideal Curriculum Advisor is a **positive, adaptable and driven** professional who combines **subject expertise** with **strategic insight** and a genuine **passion for education**. They bring **energy, enthusiasm and a growth mindset** to every aspect of their work—supporting colleagues with **empathy, professionalism and a deep commitment to excellence**. They are naturally **collaborative, value innovation and research**, and are motivated by the desire to see both students and staff succeed. With a strong sense of **accountability, integrity and humour**, they are highly reliable, solutions-focused and resilient in the face of challenges. Above all, they are someone who **inspires trust, builds professional networks**, and models the kind of reflective practice they hope to foster in others.

## **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document](#) (Department of Education).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

