

Underley Garden – JOB DESCRIPTION

Maternity Cover

Job title/post: Maternity Cover, **Assistant Head Teacher – Curriculum**

Responsible to: The Headteacher and Deputy Headteacher

Specific responsibilities for: Curriculum, Teaching and Learning

Status of Post: This is a senior post within the school's staffing structure which carries with it membership of the Senior Leadership Team (SLT). This post carries a commitment of up to 50% teaching as well as SLT responsibilities.

This post is for a maternity cover position, to run until August 2026

Job Purpose:

- To ensure effective curriculum delivery and high-quality teaching and learning;
- To ensure that the curriculum meets all statutory requirements.
- Lead on attainment and progress to achieve outstanding outcomes for all children and young people;
- Lead curriculum innovation and design appropriate for our cohorts and in line with the school vision;
- Lead on the effective implementation of the curriculum;
- To lead on aspects of professional development related to curriculum, teaching and learning and quality assurance;
- Support Subject Leaders in interrogating their progress and attainment data and action planning issues;
- Oversee standards and attainment and coordinate data collection, analysis and presentation to Governors;
- Coordinate and lead curriculum strategies, including budget allocations across areas;
- To supervise teachers and ensure standard is being met across school.

Duties – Specific:

- To improve the quality of teaching and learning by:
 - establishing effective approaches to teaching and learning.
 - monitoring curriculum areas, Wider Curriculum Map and Long Term plans are appropriate to the needs of cohorts and address all aspects of the School's vision and meet statutory requirements.
 - research, implement and review innovative practise to support T&L e.g. technology
- To plan and write aspects of the SIP related to teaching, learning, curriculum and professional development and ensure effective implementation.
- To co-ordinate and manage the work of specified leaders within the school so outcomes are upheld to an outstanding standard.
- To develop the school's practices for engaging pupils in school review; support the implementation of surveys and other relevant initiatives.
- To develop the school's practices for engaging parents and other members of the broader school community in school review.

- In accordance with the school's practice of distributed leadership, ensure that leaders at all levels maintain ongoing practices in collecting and using evidence to support development points, so that plans at all levels relate to clearly identified priorities.
- To ensure findings from the quality assurance practices feed in to action plans and overall school improvement.
- To work with the SLT to ensure relevant tracking/summative data is used effectively.
- To ensure data analysis is complete at key times during the school year and presented to stakeholders through governance and website where appropriate.
- To have input for staff development in the school related to teaching for learning, alongside other members of SLT.
- To support the Headteacher in the implementation of the school's performance management policy.
- To be responsible for sections of the SEF and Governors report.
- To promote a positive and celebratory ethos within the school through quality assurance.
- To develop links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development with the support of other AHT's;
- To chair middle leader meetings for items related to teaching and learning and curriculum development.

Duties – Senior Leadership:

- Be an integral member of the SLT discharging individual responsibilities to a high standard as well as supporting the work of the team at all times.
- Work closely with the Headteacher, SLT and colleagues to ensure the school is compliant with statutory regulations.
- Oversight and line-management of subject leads and teachers, including carrying out appraisals and holding staff to account of their performance
- Make contributions to meetings of the Senior Leadership Team and the Curriculum Team;
- Be a highly visible presence around the school and role-model expectations and standards to staff and children/young people;
- Liaise with SLT regarding the Post 16 Curriculum, assessment and teaching and learning policies: monitoring, review and evaluation;
- Monitor and review Curriculum Policy in liaison with other members of SLT to ensure all curriculum elements are covered;
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context;

Duties – General:

- Work in accordance with the school's statement of aims and values and implement strategies within policies
- Liaise effectively with external agencies
- Carry out the general and specific professional duties for example, QTS standards and school documentation for classroom teacher
- To play a full part in the life of the school community, to support its vision and values and to encourage and ensure staff and students to follow this example

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Liaise with the Behaviour and Attitudes lead on all issues to do with Health, Safety and Welfare.

Continuing Professional Development:

- In conjunction with the Headteacher, take responsibility for personal professional development, keeping up to date with developments in pedagogy and curriculum development in your area.
- Undertake any professional development necessary.

Additional points:

- All staff are required to maintain confidentiality in relation to children, young people, staff and parent information.
- All staff are expected to comply with school and the wider group policies
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance.
- In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.
- The job description does not form part of the contract of employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.