



Assistant Headteacher (Curriculum, Teaching and Learning) Job Description

Job Title: Assistant Head of School (Curriculum, Teaching and Learning)

Accountable to: Head of School

The Assistant Head of School will:

- Undertake the normal responsibilities of the class teacher
- Be a member of the senior leadership team
- Assist the Headteacher in leading and managing the school
- Undertake such duties as are delegated by the Headteacher
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - leading and managing staff and resources to that end
 - monitoring progress towards their achievement
 - playing a key role in the school self-review process

Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Curriculum Development:

- To take the lead on developing an appropriate curriculum offer throughout school
- To monitor and evaluate the provision for targeted groups of pupils with the school SENCo
- To develop and coordinate vocational opportunities in conjunction with the Vocational Lead
- To develop Key Stage 4 offer including appropriate accreditation, work experience and college/off site learning opportunities
- To develop and coordinate enrichment opportunities
- To play a key role in the whole school Quality Assurance cycle

To lead on:

- the development, organisation and implementation of the school's curriculum
- school policies on curriculum and teaching and learning
- ensuring that the learning and teaching provided by different faculties and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals
- ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school
- ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided

Improving Performance in the Classroom:

- To lead on improving classroom practice and performance across the curriculum
- To support all SLT in observing lessons and providing appropriate feedback to all education staff
- To oversee School Continuing Professional Development
- To support Senior Teaching Assistant in managing TA team and improving TA performance in the classroom
- To oversee development of Teaching and Learning Policy

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers.
- To be responsible for teaching across both key stages.

The internal organisation, management and control of the school:

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- formulating the aims and objectives of the school and policies for their implementation
- to contribute to planning improvement which will translate school aims and policies into actions

- implementing Acorn's and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
- the efficient organisation, management and supervision of school routines

The management of staff

- To be responsible for the line management and performance management of specific subject leaders.
- To support in the recruitment and development of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To participate in arrangements for the appraisal of the performance of teachers.
- The provision of professional advice and support and the identification of training needs.

Relationships

- To be responsible for fostering positive relationships across the school community.
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.