

Employment details

Job title:	Assistant Head
Reports to (job title):	Headteacher and Governing Body

Main duties/responsibilities

General duties
Take responsibility for the overall provision of the curriculum and pupil assessment at the school.
Lead and take responsibility for developing a curriculum that provides pupils with a range of opportunities and the skills they need to prepare for later life.
Be accountable for the strategic leadership and management across the curriculum, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies.
Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development.
Manage teachers and staff within the semi-formal curriculum, providing appropriate support, challenge, advice and information, as necessary.
Comply with school policies and procedures, in particular those relating to the wellbeing and safeguarding of children.
Be responsible for promoting and safeguarding the welfare of pupils within the school and be a designated safeguarding lead.
Curriculum development
Take responsibility for developing a curriculum that offers flexibility through a broad range of curricular areas at all key stages.
Create a clear curriculum plan that outlines the aims of the curriculum and its links to the SIP and the school's overall curriculum intent and in turn contribute towards the school's SEF.
Lead the development and review of all aspects of the curriculum including planning, recording and reporting, and assessment for learning.
Maintain a thorough and up-to-date knowledge of SEND teaching and learning and ensure any developments are reflected in the school's policies.
Work with the SLT to embed the school's curriculum intent and implementation methods securely and consistently across the school.
Work with pre-formal lead to ensure clear curricular progression throughout the school. Ensure work given to pupils matches the aims of the curriculum and is coherently planned and sequenced.

Plan curriculum content that successfully builds on prior knowledge and skills.
Ensure the curriculum contains content that has been identified as the most useful and that this content is taught in a logical progression, systematically and explicitly enough for all pupils to acquire the intended knowledge and skills.
Work with staff to promote the use of a broad range of appropriate teaching and learning strategies.
Construct a curriculum that is ambitious and designed to provide all pupils with the knowledge and cultural capital they need to succeed in later life.
Ensure the curriculum offers appropriate academic/vocational/technical ambition for all pupils.
Personalise the curriculum, to ensure it meets the needs of all pupils and develops their knowledge, skills and abilities.
Ensure the school's local context is reflected in the curriculum.
Report to the SLT and governors on the impact of the curriculum plan and identify areas for improvement.
Assessment
Have a thorough understanding of how assessment data can be used to bring about improved opportunities for pupils.
Liaise with pre-formal lead to ensure appropriate assessments across the school.
Have responsibility for the school's Assessment policy; its development, maintenance, evaluation and review.
Ensure that all deadlines for the return of assessment data to Notts. LA and the DfE are met.
Implement and monitor the curriculum and its assessment.
Effectively analyse pupil attainment, progress and achievement and use to inform decision making and curriculum planning.
Ensure that teachers understand and make effective use of assessment to address the needs of pupils.
Effectively communicate pupil progress with all stakeholders.
Leadership and management
Be an active member of the SLT.
Be responsible with the head teacher, for the process involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, work scrutiny and statistical analysis
Attend leadership meetings as required and report back to staff where necessary.

Develop staff practice as an appraiser for identified teachers.
Work with teachers to develop appropriate, effective and purposeful learning progression, learning resources, curriculum policies and classroom practices.
Take account of staff workload when planning the curriculum and assessment practices.
Implement assessment practices that helps pupils embed knowledge and assist staff in producing clear next steps, without creating additional workload for staff.
Ensure the collection of attainment or progress data in the curriculum area is proportionate, represents an efficient use of school resources, and is sustainable for staff.
Provide staff with the knowledge and resources they need to assess and teach the curriculum effectively.
Effectively contribute to leadership discussions and decisions.
Adopt a positive attitude that motivates and inspires other members of staff, enabling them to carry out their duties to the highest standards.
Plan, organise and lead regular meetings with staff.
Inform staff of any developments in the curriculum and monitor changes as they are implemented.
Lead communications with parents and the wider community in relation to the curriculum.
Monitor the effectiveness of the work in curriculum areas.
Identify staff training needs, provide support and organise training to improve the quality of teaching and learning.
Organise relevant CPD to help staff members progress.
Contribute towards recruitment and interviewing processes, where necessary.
Undertake self-evaluation and review as appropriate, including review of the semi-formal curriculum.
Ensure teachers support and uphold the school's aims and policies at all times.
Contribute towards the compliance, accessibility and purposefulness of the school's website.
Operational
Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum, in accordance with the aims of the school and its policies.
In conjunction with curriculum area leaders, monitor and evaluate standards of attainment through collecting, analysing and reporting on performance data.
Work with pre-formal curriculum lead to develop aims, objectives and strategic plans for the effective delivery of the curriculum.

Ensure all staff are familiar with the curriculum aims and objectives within the SIP.
Management of resources
Work with the school business manager and teachers to plan and allocate the curriculum budget to ensure value for money.
Monitor and review curriculum resources in terms of quality, quantity and use, to improve the experience and outcomes of pupils, ensure efficiency and secure value for money.
Provide all staff with the equipment and resources they need to help pupils learn effectively and ensure resources are used and returned properly.
Teaching and learning
Carry out class teaching duties as agreed.
Demonstrate by example and set high expectations which inspire, motivate and challenge pupils.
Implement and deliver an appropriately broad, relevant and differentiated curriculum that builds on pupils' prior knowledge.
Deliver lessons appropriate to pupils' different abilities and educational needs, ensuring they are all able to progress to their potential.
Monitor and support the overall progress and development of the pupils within the class/classes in line with the curriculum requirements.
Provide and contribute to assessments and reports relating to individual or groups of pupils.
Develop assessment practices that are effective and support the teaching of the curriculum.
Use assessment of pupils' progress to inform future teaching.
Ensure the work given to pupils is demanding and meets their individual needs.
Through effective teaching, ensure pupils are challenged and that the best use is made of teaching time to promote good levels of behaviour.
Employ a range of teaching methods to keep pupils engaged.
Share and support the school's duty to provide and monitor opportunities for personal and academic growth.
Additional duties
Promote the work of the curriculum, e.g., through parents' evenings and assemblies.
Work closely with teachers and support staff to promote inclusion, a positive ethos and personalised learning for pupils.
Adhere to the processes outlined in the school's Promoting Positive Behaviour.

Promote the school's involvement with external partners to improve the provision for its pupils and for pupils with SEND locally, nationally and internationally.

To work with other agencies to promote partnership working to improve outcomes for pupils with SEND.

Maintain high expectations of pupil behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focused teaching.

Undertake additional duties as expected by the headteacher to ensure the effective running of the curriculum.