

JOB DESCRIPTION & PERSON SPECIFICATION ASSISTANT HEADTEACHER- CURRICULUM & ASSESSMENT September 2025

JOB DESCRIPTION

PURPOSE OF POST

To be a member of the Senior Leadership Team (SLT) with specific responsibility for the overall leadership and management of the curriculum and assessment throughout the school.

LINE MANAGER

The post holder will be responsible to the Headteacher.

CORE RESPONSIBILITIES AND DUTIES

- Strategic leadership of all aspects of curriculum development including the management of subject leaders
- Joint leadership and accountability with the HT for of all aspects of assessment and reporting arrangements across the school from EYFS to KS2.
- Leadership of ECT induction
- Joint leadership of CPD for all staff including governors. (curriculum and assessment)
- Joint responsibility, with the Assistant Head for Inclusions and Welfare, for timetabling and cover
- To be the joint Deputy Safeguarding Lead with oversight of all safeguarding issues at the School.
- Responsibility for procurement authorisation
- 0.5 teaching responsibilities

LINE MANAGEMENT OF

- Subject Leaders
- Teaching Assistants responsible for curriculum



KEY PURPOSE OF THE ROLE

- Share responsibility for school policies, decision-making and strategic planning;
- Develop an ethos of high expectations for students and staff;
- Lead on change and innovation;
- Take on full accountability for key areas of the school's work, including the curriculum across the school, the quality of assessment/reporting, student achievement: EYFS, KS1 and KS2 Reporting, Data/Results Analysis and relevant Target Setting.

ASSOCIATED RESPONSIBILITIES AND ACTIVITIES

1. TEACHING AND LEARNING

- Lead, manage and develop aspects of the curriculum and the learning contexts in order to meet the needs of the learner.
- Lead aspects of learning throughout the school developing and employing assessment strategies and data analysis.
- Lead, develop and enhance the teaching practice of other staff through monitoring and evaluation and through implementing improvement strategies that ensure effective teaching and learning for pupils.
- Line manage staff and where necessary be involved in the performance management process.
- Develop the school culture which promotes collaboration, sharing professional values, knowledge and understanding, celebration of achievements and a team responsibility for outcomes.
- Establish and maintain a supportive ethos which enables learners to achieve their potential through creating and managing a positive learning environment and behaviour management strategy.
- Plan effectively in the short, medium and long term and prepare lessons to provide for the differentiated needs of learners and to ensure curriculum coverage.
- Implement a range of effective teaching and learning strategies including assessment for learning, employing inclusive practices to meet the needs of all learners.
- Show continuing development of teaching expertise, subject and phase knowledge to enrich the learning experiences of pupils.
- Contribute to the monitoring and development of a curriculum area to ensure high standards.
- Play a role in the development and application of policies and practice to raise standards in the school.
- Support and implement practices and policies which encourage the school values to be promoted.

2. ASSESSMENT

- Leadership of the school's Assessment & Reporting Policy; its monitoring, review and evaluation;
- Oversee the efficiency of the School assessment systems
- Implementing new approaches in the use of data and targets to inform planning and raise standards;
- Regular monitoring of student progress against school, subject and individual targets;
- Lead target setting process and predictions based on prior attainment with the Headteacher;
- Monitor the school's overall progress towards meeting its targets in all Key Stages;
- Analyse student data on performance: identify target groups, lead and manage intervention strategies; liaise with Lead Teachers and produce regular updates for the Headteacher and Governors;

3. LEADING AND MANAGING STAFF

- Work collaboratively, within and beyond the classroom, with support staff, teachers and other professionals, parents, agents and communities to promote well-being of learners.
- Contribute to the development of teachers and teaching assistants.
- Support the headteacher and support the implementation of the school's appraisal system.
- Work with students and newly qualified teachers to offer appropriate mentoring, induction and support.
- Lead staff in professional development activities and evaluate outcomes

4. ALL MEMBERS OF THE SENIOR LEADERSHIP TEAM

- 4.1 Act as a role model in the dissemination and practice of school policy, in keeping with the ethos of the School.
- 4.2 Play a major role, under the overall direction of the Headteacher, in:
- Formulating the aims and objectives of the School, in the context of the governors' strategic framework;
 - Participating in School monitoring and self-evaluation procedures;
 - Planning, organising, developing, monitoring, evaluating and reviewing the School Improvement Plan;
 - Line-managing designated responsibility post holders;
 - Developing school systems, as designated;
 - Establishing, implementing and reviewing school policies, as appropriate;
 - Being responsible for the budget relating to designated areas of leadership and/or management;
 - Work in partnership with the HT in the performance management programme.
- 4.3 Participate in a range of day-to-day, whole-school leadership and management responsibilities e.g. Assemblies, cover, student behaviour.
- 4.4 Deputise for the HT in their absence, as required, and undertake any urgent tasks that may arise, to ensure the effective management of the School.

5. UPHOLD AND, WHERE RELEVANT, PROMOTE THE ETHOS OF THE SCHOOL

Brentside Primary Academy will work with everyone to create a happy, safe and stimulating setting where children are motivated to learn together. By maintaining high expectations of ourselves and each other, our children will be equipped to encounter opportunities and challenges with resilience and determination. We encourage a curiosity about the world and strive to ensure that our children will contribute positively to it, both now and in the future.

Our whole school curriculum is underpinned by these 6 principles:

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|----------------|------------|
| Kindness | Learning |
| Respect | Resilience |
| Responsibility | Creativity |



6. OTHER

- 6.1 The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School, s/he must report any concerns to the School's Child Protection Officer.
- 6.2 The School will endeavor 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.
- 6.3 Assume other duties, which may be reasonably required or delegated by the Headteacher, from time to time.

The job description will be reviewed regularly and may be subject to modification or amendment at any time, after consultation with the post holder.

PERSON SPECIFICATION

Qualifications

- Qualified teacher status or recognised equivalent (application form)

Experience – show evidence of

- Recent experience of working successfully as a senior or middle leader in a school.
- Evidence of a whole school responsibility and experience of turning policy into effective and successful practice.
- Leadership of a significant area or phase or inclusion including responsibility for raising standards across the whole school.

Professional Knowledge

- A clear understanding of the essential qualities necessary for effective teaching and learning.
- Up to date knowledge of statutory regulations and guidance relating to the post.

Professional skills

Can demonstrate the ability to:

- Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement.
- Review whole school systems to ensure the robust evaluation of school performance and actions to secure improvements.
- Lead and manage a school team/s to successfully achieve agreed goals.
- Be an effective team player that works collaboratively and effectively with others.
- Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate).
- Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).
- Demonstrate high quality teaching strategies.
- Support, motivate and inspire both colleagues and pupils by leading through example.
- Contribute effectively to the work of the headteacher and senior leadership team.
- Deal successfully with situations that may include tackling difficult issues and conflict resolution.
- Work successfully with a range of external agencies.

Commitment

Demonstrate a commitment to:

- Safeguarding and child protection.
- Equalities.
- Promoting the school's vision and ethos.
- High quality, stimulating learning environment.
- Relating positively to and showing respect for all members of the school and wider community.
- Ongoing relevant professional self-development.