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**Job Description & Person Specification**

**Assistant Head of School**

**Curriculum and Assessment (Primary)**

**Hollinwood Academy**

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| Job Description |
| Job Title: | Assistant Head of School for Curriculum and Assessment (Primary) – Hollinwood Academy |
| Pay Grade / Scale / Range: | L4 – L8 |
| Benefits & Perks: | TOIL scheme, Occupational Pension Scheme, Occupational Sickness Scheme |
| Working hours: | Hours in accordance with School teachers’ pay and conditions document  |
| Location: | Initially based at the Hollinwood Academy school site but all staff are required to work at any site of the New Bridge MAT if operationally needed |
| Staff responsible to: | Head of School |
| Staff responsible for: | Staff within the Hollinwood Academy |
| Probationary period: | Not applicable |

### Hollinwood Academy

### Assistant Head of School – Curriculum and Assessment

**JOB PURPOSE**

Assist the Head of School and Deputy Head of School in managing and organising school operations to achieve the highest standards of educational provision, promoting the achievement and welfare of children and young people, while ensuring overall school efficiency.

To be responsible for the stated ‘area of responsibility’.

To play a key role in the senior management of the school.

To provide inspirational leadership and a present as a professional role model for all staff.

To work in partnership with the Governing Board, the New Bridge MAT, other stakeholders and agencies to fulfil the aims of the school.

This job description may be amended at any time following discussion between the New Bridge MAT, the Head of School and members of staff, and will be reviewed annually.

AREA OF RESPONSIBILITY

* Oversee, manage and develop Curriculum and Assessment policies and provide appropriate feedback to the Head of School, Governing Board and New Bridge MAT
* Work collaboratively with the SLT and the Specialist Support Lead to ensure the curriculum is appropriate for all children and young people, considering various models that focus on the curriculum pathways.
* Work collaboratively with the SLT and the Specialist Support Lead to ensure the curriculum is appropriate for all children and young people, considering various models that focus on Academic, Communication and Preparation for Adulthood for children and young peoples with ASC/SLCN.
* Be part of the wider pastoral team, ensuring concerns are promptly dealt with.
* Implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all children and young people.
* Be aware of new initiatives and to develop links with support networks and other outside agencies to then advise other colleagues accordingly, e.g. development of INSET and leading staff meetings.
* Support the senior assistant head with organising and leading professional development where appropriate.
* To use up to date research initiatives and strategies to support and improve teaching, learning and assessment tools that ensure high standards of practice and raise attainment.
* To be aware of local and regional updates that will impact the school and disseminate this.
* To use research initiatives, including the EEF, to improve practice across the school.
* To be an effective teaching and learning communicator, coach and/or mentor.
* Teaching commitments will include your current curriculum area of expertise.
* Be strong at monitoring and implementing whole school approaches and identifying problems/solutions.
* Ensure data systems are fit for purpose and effective in monitoring and tracking progress.
* Use data effectively to establish and ensure clear and challenging targets for children and young people achievement and improvement.
* To identify students at risk of underachievement and develop ways to improve their engagement and progress against their personal targets.
* Prepare and present comprehensive reports on Primary End of Key Stage assessments, analysing performance metrics to identify trends and areas for improvement, thereby informing strategic planning and enhancing academic outcomes within the School.
* Use the IDSR and ASP data to enhance curriculum development and support the school improvement plan to optimise learning.
* Ensure that the systems in place for assessment, including daily Assessment for Learning, and the teachers’ use of these systems, have a direct impact on raising standards in the classroom.
* Lead on the monitoring and quality assurance of the primary assessments.
* Work alongside the Director for Curriculum and Assessment to ensure appropriate curriculum and assessments are offered.
* Liaise with the exams officer to ensure that the appropriate access arrangements are in place for all children and young peoples at primary.
* Ensure that children and young peoples are entered for the appropriate assessments at primary.
* Contribute to the timetable design across the school to ensure all children and young people access a broad, balanced and adapted National Curriculum.

**STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL**

* Support the vision, ethos and policies at Hollinwood Academy and within the New Bridge MAT, and promote a high quality of provision throughout the School.
* Actively support the Head of School, Deputy Head of School, Governing Board, New Bridge MAT and staff in the promotion and achievement of the aims and objectives of the School.
* As a member of the School Leadership Team, take a lead in the planning, monitoring, evaluation and development of the School curriculum through the School Improvement Plan and through New Bridge MAT self-evaluation processes.
* Support all staff in achieving the priorities and targets the School sets and monitor the progress towards meeting them.
* Through personal leadership and School Leadership Team meetings contribute to the School’s organisation and the overall strategy of the School.
* With the Head of School, Deputy Head of School, Governing Board and New Bridge MAT establish and maintain school policies to meet statutory requirements and to promote the School’s aims and objectives.
* In partnership with the Head of School, monitor the effectiveness and impact of the School Improvement Plan.
* Take responsibility for gathering and evaluating evidence for the Academy Dashboard and Development Overview (ADDO).
* Support the Head of School and Governing Board in arranging appropriate staffing to effectively meet the School’s aims and objectives.
* Support the Governing Board so they can fulfil the obligations of their role.

**TEACHING AND LEARNING**

* Act as a role model for teachers and middle leaders, exhibiting professional values and clearly demonstrating high standards of provision, achievement, and behaviour.
* Be able to teach classes and groups to a high standard, as necessary and as directed by the Head of School.
* To develop highly effective teaching across the school.
* Take responsibility for the development, monitoring and evaluation of teaching quality across the School, and provide professional advice and guidance to staff as required.
* Support the Head of School in monitoring of the quality of learning and children's achievements including the analysis of data, learning scrutinies, lesson observations, learning walks and provision evaluations.
* Ensure that across the school, systems are in place to track and plan for individual children and young peoples’ continuity of learning and effective progression of achievement.
* Analysis of data and assessment of school performance against targets to identify strengths and areas for development.
* Promote the active engagement of children and young peoples in their own learning, including developing independence and self-regulation, building language and communication, and improving resilience.
* Promote high standards of behaviour and conduct among children and young peoples, and develop their respect for themselves, staff and each other, providing support for staff where necessary in line with School policies.
* Support the Head of School in developing links with parents, other schools/academies, other educational institutions and the wider community, including business and industry, in order to enhance teaching, learning and children and young people's personal development.

**LEADING AND MANAGING PEOPLE**

* Support the Head of School in developing positive working relationships with and between all staff and provide and sustain motivation.
* To work alongside the Head of school and Director of Curriculum and Assessment to oversee the work of the curriculum leads and advise them on the management of staff and resources.
* Lead teachers and learning support staff in developmental activities, delegate appropriately and evaluate outcomes.
* To make arrangements for the appraisal of teaching staff across the school according to the appraisal policy and ensure that school staff are aware of their responsibilities for others and themselves as part of the process.
* Support the senior assistant head with leading weekly curriculum lead meetings.
* Participate where appropriate in the appointment of all staff.
* Line manage, coach and guide staff to be effective in their role, to identify good practice, and to challenge underperformance.
* Support the School Leadership Team to ensure it is focused on School priorities and it is responsive to self-evaluation findings.
* Act as the established link for teacher training institutions and work placement organisations to ensure children and young people placements are managed successfully.
* To be part of the wider pastoral team, ensuring issues and concerns are promptly dealt with.
* Assist the Head of School in maintaining and developing a positive and constructive partnership with parents and the local community.
* Attend specified meetings as leader of the School Leadership Team, and to represent the Head of School.

**MANAGING AND DEPLOYING RESOURCES**

* Be aware of and respond appropriately to any health and safety issues raised by members of the team.
* Lead school assemblies, training, meetings and briefings on a regular basis.
* Promote the use of ICT in administration.
* Ensure that you remain up to date on developments and issues with regard to the management and curriculum of the School, especially wider educational issues, New Bridge MAT requirements and relevant Ofsted/Government directives.
* Work with the Head of School in establishing priorities for expenditure for the School, and in monitoring the effectiveness of spending and usage of resources.
* Take on any additional responsibilities commensurate with the level of the role that might from time to time be determined by the Head of School.

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| **GENERIC DUTIES**1. Comply with policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Contribute to the overall work and ethos of the organisation.
3. Attend and participate in meetings as required.
4. Improve own practice through training, observation, evaluation and discussion with colleagues.
5. Recognise own strengths and areas of expertise and use them to support others.
6. To work across the New Bridge MAT if required.
7. To understand the importance of inclusion, equality and diversity, both when working with children and young peoples and with colleagues, and to promote equal opportunities for all.
8. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
9. To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school.
10. To undertake any other additional duties commensurate with the grade of the post.
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**LINE MANAGEMENT**

1. Responsible to: Head of School
2. Responsible for: Hollinwood Academy School staff

**SPECIAL CONDITIONS**

An enhanced Disclosure and Barring Service (DBS) check is required for this post

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|  | DATE | NAME | POST TITLE |
| PREPARED | January 2025 | LMD/ NGN / SSM | Executive Head Teacher / Head of School / Executive Director - HR |
| REVIEWED |  |  |  |
| REVIEWED |  |  |  |

PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

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|  | **Selection Criteria****Essential** | **Selection Criteria****Desirable** | **How Assessed** |
| **Education & Qualifications** | **Qualified teacher** **Evidence of continuing professional development in SEND****Evidence of significant participation and quantifiable impact within a middle leadership team** | NPQSL or working towards | AF / IAF / IAF / I |
| **Experience & Knowledge** | **Experience of working with children and young people with ASC, SLCN, communication and sensory****Experience of working as a middle leader** **A proven track record of outstanding teaching over a sustained period****Experience of curriculum and assessment development within a school** **Experience of a variety of teaching across the age ranges****Experience of effectively implementing benchmarking systems, assessment tools and feedback to monitor data and progress in student’s learning and development****Knowledge of national curriculum and assessment approaches** **Experience of forming and implementing strategies for school improvement and raising standards of achievement** **Experience of forming and implementing strategies for managing children and young people’s behaviour** **Knowledge of statutory Safeguarding requirements and their effective implementation** | Experience in appraiser role, overseeing appraisal processes and staff CPD activities effectivelyKnowledge of current education issues and developments | AF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / I |
| **Skills & Abilities** | **Able to analyse data and methodology to assess children and young people’s progress and set targets.****Able to effectively communicate to work successfully with parents, carers, agencies and other stakeholders****Highly effective teacher who can work as a role model to staff and engage children and young peoples with passion to learn.****Strong commitment to professional development and a drive to become an aspiring senior leader, demonstrating vision and the ability to inspire others in education.****Excellent team player** | Able to motivate staff achieve and have high expectations of themselves and children and young people.Able to work effectively with Governors, MAT central team, Local Authority representatives, other leaders and agencies  | AF / IAF / IAF / IAF/IAF / I |
| **Work circumstances** | **Commitment to personal development**To be punctual and have regular attendanceThe post holder must be willing and able to work flexibly as may be required To travel and work at any within the New Bridge Group as may be requiredOccasional out of hours working to support school functions or evening meetings |  | IIIII |

*Abbreviations:* AF = Application Form; I = Interview.

**Any candidate with a disability who meets the essential criteria will be invited to interview**