**JOB DESCRIPTION**

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| **POSITION:**  **GRADE:**  **HOURS:**  **RESPONSIBLE TO:** | **Assistant Head Teacher: Assessment and Curriculum**  **L8-L10**  **32.5 hours per week**  **Head Teacher** |

**Responsible for**

Leading on assessment including all statutory external assessment.

Leading on Curriculum

Leading on Pupil Premium achievement

Leading on CPD/ ECTs induction

Line managing EYFS, KS1

**Main purpose**

Assistant Head teacher, under the direction of the head teacher, will take a major role in:

* Ensuring that the strategic aims of the school development plan are met
* Assisting the Head Teacher and Deputy Head in ensuring the highest standards and outcomes
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives
* ﻿Drive and enhance our school’s curriculum
* Oversee teaching quality and promote innovative, evidence-based practices to ensure effective delivery and pupil success
* Implement systems to evaluate curriculum effectiveness, analyse learning data, and drive continuous improvement in academic outcomes

The Assistant Head teacher will also be expected to fulfil the professional responsibilities of a Head Teacher, as set out in the School Teachers’ Pay and Conditions Document (STPCD).

**Duties and responsibilities**

Under the direction of the head teacher:

* Support with the day-to-day management of the school
* Communicate the school’s vision compellingly and support strategic leadership
* Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
* Build positive relationships with all members of the school community, showing positive attitudes to them
* Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
* Create CPD for teachers and teaching assistants based upon relevant research
* Work with political and financial astuteness, translating policy into the school’s context
* Seek training and continuing professional development to meet own needs

**Pupils and staff**

Under the direction of the Head Teacher:

* Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
* Ensure excellent teaching in the school, including through training and development for staff
* Establish a culture of ‘open classrooms’ as a basis for sharing best practice
* Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
* Hold all staff to account for their professional conduct and practice
* Work to ensure that all SEN and disadvantaged pupils make good or better progress in the core subjects
* Ensure that the lesson planning and delivery meets the needs of all pupils
* Manage and coordinate assessment and assessment practices across the school including statutory assessments
* Manage and report school data to stakeholders

**Systems and processes**

Under the direction of the head teacher:

* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
* Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
* Work with the governing board as appropriate
* Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
* Support distribution of leadership throughout the school

**The self-improving school system**

Under the direction of the head teacher:

* Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
* Develop effective relationships with fellow professionals and establish links with organisations to enhance the school further
* Model entrepreneurial and innovative approaches to school improvement and leadership
* Inspire and influence others to believe in the fundamental importance of education in young people’s lives and to promote the value of education
* Challenge under-performance to secure the best possible outcomes for children

**Other areas of responsibility**

The Assistant Head Teacher will safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Head teacher will carry out.

The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher.

**Person specification - Assistant Head teacher: Assessment and Curriculum**

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| CRITERIA | QUALITIES |
| **Qualifications  and training** | * Qualified teacher status * Degree * Professional development in preparation for a leadership role |
| **Experience** | * Successful leadership and management experience in a school or local authority * Teaching experience in an inner city school * Experience of leading a core subject * Involvement in school self-evaluation and development planning * Line management experience * Experience of contributing to staff development * Experience of leading in a key stage of a primary school setting with impact of good outcomes * Experience in developing the provision of all pupils in the classroom through developing Quality First Teaching approaches * Ability to model outstanding practice * Ability to challenge underperformance effectively |
| **Skills and knowledge** | * Data analysis skills, and the ability to use data to set targets and identify weaknesses * Understanding of high-quality teaching, and the ability to model this for others and support others to improve * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Ability to build effective working relationships |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * A calm ‘can do’ attitude * Ability to lead change |

**Notes:**

This job description may be amended at any time in consultation with the post holder.

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**Head teacher/line manager’s signature:**    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**                         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post holder’s signature:**            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**                     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_