

Job Description



As well as the responsibilities set out below there may on occasion be reasonable requests for other duties not listed. These will always be within the scope of your role and capability.

Job Title	Assistant Headteacher - Curriculum and Assessment	Location	Marlwood School	Hours	FT
Reports to	Headteacher	Line Manages	Curriculum Leaders	Grade	L11-15
Qualifications: QTS & Degree, demonstrable experience in Secondary School teaching as well leadership experience					
Role Profile					
Working as part of a committed and collegial Senior Leadership Team (SLT), this will be a key role in the strategic leadership of the Curriculum and associated assessment strategy. As the lead professional you will ensure that our curriculum continues to be ambitious, knowledge rich and culturally broad and meets the needs of our cohorts year on year. You will lead the annual curriculum review process and work with middle leaders to assess its impact on our learners, both in terms of engagement and outcomes. You will also be responsible for aligning the whole school assessment strategy to the curriculum and work closely with middle leaders to create a strong culture of using assessment data strategically to inform curriculum decisions and address gaps in pupil knowledge. Working closely with the Assistant Head Teaching and Learning, you will carry out subject reviews , addressing any in-school variation through strategic improvement planning and implementation. The operational elements of this role will require you to work closely with our data and examinations officers, as well as the timetabler.					
Person Specification					
You will be able to role model the required Teaching Standards and be able to demonstrate leadership with integrity, accountability and honesty. You will be a team player who pulls in the right direction and works collegially with the Senior Leadership Team to meet our school improvement priorities. You will be an effective classroom practitioner, have strong data analysis skills and be a strategic thinker who is able to ‘think outside of the box’ to arrive at curriculum solutions that work given the resource constraints of a smaller than average secondary school. You will be a confident presenter and be able to gain the confidence and respect of middle leaders and teaching staff.					
Responsibilities					

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Core purpose

- To translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement
- To personify the vision and values in everyday practice
- To motivate and work with others to create a shared culture and positive climate

Curriculum

- Lead on the intent, implementation and impact of the whole school curriculum, ensuring it is inline with the school and Trust values and maximises student progress and outcomes
- Have an expert knowledge of National Curriculum trends, developments and changes, including alternative curricular and qualifications.
- Lead on ensuring that the curriculum builds on the foundations of the primary curriculum and National Curriculum and provides progression opportunities into further education, training and employment.

Whole School Assessment

- Support with implementing a strategic and effective school-wide focus on student progress, using data and benchmarks to monitor progress and assess the impact of tracking and intervention
- Lead on school data management and facilitate trust data management, ensuring that data is used to drive progress of all groups
- Lead on the continued development of appropriate assessment systems and the running of an accurate assessment policy to ensure that assessments are rigorous, robust and that internal data is accurate
- Manage the examination structure including internal and external exams, alongside the Exams Officer
- Support with the management and development of the school reporting systems and parents' evenings
- Report headline data and trends to the headteacher and the Trust.

Other responsibilities

- Undertake the normal responsibilities of a classroom teacher
- Collaborate with other schools and organisations in order to share expertise and bring positive benefits to our school and other schools within the Trust.

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