



The Carlton
Academy

Job Description

Job Title: Assistant Headteacher (Curriculum)
Location: The Carlton Academy
Salary: L12-16
Hours of Work: Full time
Responsible to: Deputy Headteacher

Job Summary

- In consultation with the Head of Academy, lead and implement the curriculum vision for the academy
- Lead and implement the academy timetable, options processes throughout the academy year
- Monitor, refine and implement a curriculum that maximises outcomes for all students and which provides them with a holistic experience that prepares them for their next stage
- Lead and line manage a range of specific areas of academy life that add value to the curriculum and academy ethos
- Support the leadership team in delivering all aspects of the academy improvement plan

General duties and responsibilities

- Teaching in an appropriate area within the school
- Working in accordance with the school's curriculum statement and policies
- Being actively involved in curriculum review and development
- Strategic oversight of all academy curriculum and personal development processes
- Contributing to all general leadership team duties and rotas including on-call, dinner duties, detentions etc
- Line management responsibilities for named faculties and House team

Specific duties and responsibilities

- Lead on aspects of the Academy Improvement Plan as directed and provide evidence of impact
- Line management of specific Heads of Faculty and Head of House
- Implement and manage the whole academy timetable and options processes
- Lead the wider PSHE, DRIVE and ECO day programmes to ensure a high quality programme is delivered for all students which covers a series of identified key themes most relevant to this academy and locality

- Line manage and promote whole-academy wider curriculum activities Line manage and promote the academy reading lead
- Be responsible for the academy assembly, DRIVE and tutorial programme (in conjunction with the AHT Pastoral) to ensure it supports identified key themes as part of the wider curriculum
- Lead, facilitate, monitor and evaluate the academy statutory requirements for relevant age related relationships and sex education, local RE syllabus, relationships, mental health awareness and online safety education
- Line Manage the academy careers leader to ensure high quality advice and guidance is given to all students relevant to their age and academic profile
- Liaise with appropriate outside bodies to further enrich what we do as an outward looking academy, e.g. UNIFROG, University outreach programmes and DANCOP
- Lead the academy lecture programme aimed at enriching student understanding of the wider world and topics relevant to their holistic development
- Contribute to the effective day to day management of the academy including organising and carrying out supervisory duties
- Be a high profile presence during the academy day and at academy events
- Represent the academy within the local and wider community as required
- In addition, to undertake whole academy responsibility in specific areas as designated by the Head of Academy.

Other duties and responsibilities

- Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all
- Uphold and promote the values and the ethos of the academy
- Implement and uphold the policies, procedures and codes of practice of the academy, including data protection, health & safety and safeguarding
- Participate and engage with workplace learning and development opportunities, working to continually improve own performance and that of the academy
- Monitor and challenge professional standards within the academy
- Support the development of colleagues through monitoring, mentoring and coaching
Participate in the interview process for teaching posts when required and support effective induction of new staff in line with academy procedures
- Promote team work
- Attend and participate in relevant meetings as appropriate
- Undertake any other additional duties commensurate with the grade of the post as directed by the Head of Academy and/or their representative
- This role involves daily contact and regulated activity with children.