

Job Description

Job Title:	Assistant Headteacher (Curriculum)
Location:	Colonel Frank Seely Academy
Salary:	L11-15
Hours of Work:	Full time
Responsible to:	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

- Be a highly visible, consistent and supportive presence in and around the academy; serve the staff and students.
- Promote an aspirational culture which motivates everyone to work collaboratively, share knowledge and deliver exceptional outcomes.
- 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, line up duties and 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 Subject and Head of House
- Assist and manage the whole academy timetable and options processes.
- Lead and promote Character Development ensuring the school is recognised locally for providing outstanding character education.

- Lead the wider PSHE and Extracurricular opportunities 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
- Ensure extra-curricular provision is maximised, attendance is high and tracked in all year groups. Ensure key groups (SEND and PP) are overrepresented.
- Actively promote and create a self-study culture.
- Be responsible for the Academy assembly and tutorial programme (in conjunction with the DHT Pastoral) to ensure it supports identified key themes as part of the wider curriculum
- Lead/line manage, 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
- Lead the academy CFS Baccalaureate 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.