

JOB DESCRIPTION

Assistant Headteacher – Curriculum

Title: Assistant Head: Curriculum

Salary Grade: Leadership 13-17

Contract Type: Permanent

Responsible to: Headteacher

General Description:

- To work as a member of the Senior Leadership Team, contributing to the operational leadership and strategic direction of the school.
- To be responsible for the planning, mapping, review and delivery of an ambitious, inclusive, coherent and inspiring curriculum offer across all subjects and year groups.
- To challenge, support and inspire all Faculty Leaders to devise subject curriculum offerings within their Faculty area that effectively underpin and meet the requirements of the whole school curriculum plan.
- To be responsible for the planning, mapping, review and delivery of an ambitious, inclusive, coherent and inspiring extra-curricular offer, including, but not limited to, the Personal Development Activities programme (currently delivered through the extended day on a Thursday).
- To produce a highly effective timetable each year to meet the demands of our curriculum offer, deploying staff most effectively and efficiently (working on detailed curriculum costings with the Headteacher and the Finance Manager).
- To produce a highly effective programme of Personal Development Activities each term to maximise the development of personal skills (currently mapped against the CBI list of skills required by employers).
- To be responsible for leading on the planning, development and delivery of identified themes and priorities within the curricular or extra-curricular offer (working alongside colleagues who may hold specific responsibility for an identified area) – for example, the highly effective incorporation of Careers Education; Literacy; Numeracy; Reading; Oracy or other identified strands, from time to time, within the wider curriculum offer of the school. This is to ensure meaningful coherency and sequential development of these priorities across subjects and year groups.

Summary of Key Tasks:

1.	Planning, mapping, review and delivery of an ambitious, inclusive, coherent and inspiring curricular and extra-curricular offer across the whole school.
1.01	To ensure that the quality of the curriculum offer across all subjects and year groups is excellent and that it effectively supports the academic and personal progress of all students.
1.02	To monitor and evaluate the quality of the curriculum offer across the school, having a clear view of the school's strengths and areas to develop.

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1.03	To provide a model of high quality curriculum planning for Faculty Leaders so that real coherency is developed to ensure the whole school curriculum offer is ambitious, inclusive and inspiring.
1.04	To take a lead role in how the curriculum is planned, sequenced and mapped across all subject areas.
1.05	To lead the Data & Cover Manager in planning and delivering a highly effective Personal Development Activities programme each term.
1.06	To continuously review curriculum provision, identifying and making improvements as appropriate.
1.07	To be responsible for the provision of detailed information to parents/carers on our curriculum offer, via the website, half-termly newsletters, option evenings and other relevant events/means.
1.08	To liaise closely with the Finance Manager and the Headteacher on analysing and reviewing the costings of the curriculum provision each year.
1.09	To produce a highly effective timetable each year. To make in-year adjustments to the timetable as required.
1.10	To analyse, evaluate and innovate to provide best practice in planning the curricular and extra-curricular offer.
1.11	To be a role model of excellent curriculum planning.
1.12	To stay up to date with current developments in curriculum planning and evaluate their potential impact on student progress at Malton School, including knowledge of the current Ofsted inspection framework and schedule and the status of all qualifications according to the Department for Education.
1.13	To contribute to and interpret monitoring data in order to prioritise the development of the curriculum to achieve maximum impact on student progress.
1.14	To promote reflection and collaboration as methods of improving the learning across the school.
1.15	To encourage and support the effective use of ICT as a tool for learning across the curriculum.
1.16	To instigate discussion about the development of the curricular and extra-curricular offer across the school, leading to innovation and improvement.
1.17	To uphold and promote adherence to school policies.
1.18	To contribute to and have responsibility for the planning and development of whole school policies and any duties which may reasonably be given by the Headteacher.
1.19	To be responsible for reporting on the quality of the curriculum and the extra-curricular offer to the Governing Board as required.

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1.20	To lead staff development related to developments in the curriculum and in the extra-curricular offer.
1.21	To organise and produce the annual assembly rota, identifying the themes for each week – planning this within the wider world offering of the school.
1.22	To create and supervise the staffing rotas for essential systems of the school, including: Detention, On-Call and Phase 5 removal.
2.	As a member of the Senior Leadership Team:
2.01	To work with the SLT in the planning, implementation, review and evaluation of the SDP.
2.02	To demand the highest and most ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in the staff team for the impact of their work on student progress.
2.03	To keep up to date with current issues in curricular and extra-curricular planning and school improvement and share this with staff.
2.04	To role model highly effective leadership qualities at all times: including the exercise of good judgement and the ability to remain calm and to engender calm in others.
2.05	To demonstrate gravitas, credibility and the ability to lead courageously, with a strong visible presence in the school.
2.06	To demonstrate the highest levels of personal and professional integrity, engendering trust and respect from students, parents and colleagues.
2.07	To communicate highly effectively with all staff, student, parents and Governors.
2.08	To role model the highest standards of professional conduct at all times.
2.09	To exercise the highest level of confidentiality wherever appropriate, working closely with the Headteacher, and demonstrating collective responsibility to the Senior Leadership Team.
2.10	To improve the performance of staff through motivation, empowerment, delegation and effective coaching and mentoring skills, being able to bring the best out of staff within the responsibilities of their respective posts.
2.11	To be able to negotiate and manage conflict highly effectively.
3.	General:
3.01	To comply with policies and procedures relating to child protection, safeguarding and safe working practices.
3.02	To ensure policies and procedures relating to child protection, safeguarding and safe working practices are understood and followed by the whole staff team.
3.03	To comply with policies and procedures relating to equal opportunities, health and safety, security, confidentiality and data protection.
3.04	To attend relevant briefings and school meetings as required.
3.05	As a member of the senior leadership team to actively support the Headteacher and the governing body in promoting a positive image of the school.

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3.06	To actively support the ethos and policies of the school amongst the student body, the parents and the wider community.
4.	Behaviours and Aptitudes:
4.01	To be a leader, of staff and students. To demonstrate the ability to bring the best out of others.
4.02	To be self-motivated, demonstrating a positive approach with a “can do” attitude.
4.03	To demonstrate professional generosity, with the ability to be diplomatic and thoughtful to the feelings of others.
4.04	To be able to communicate effectively and professionally with staff, students, parents, governors and external agencies as required.
4.05	To remain calm and measured when dealing with difficult situations and incidents.
4.06	To be passionate about achieving the best for each student.
4.07	To show a willingness to work flexibly to meet the best interests of the school.
4.08	To be able to work well under pressure.
4.09	To be able to organise and develop effective systems.
4.10	To relate well to young people.
4.11	To engender trust and respect from students and colleagues.
4.12	To retain a sense of humour and an empathetic approach in working well with other colleagues.
4.13	To maintain confidentiality.
4.14	To be committed to achieving excellence.
4.15	To prioritise and plan effectively to ensure completion of tasks.
4.16	To be able to take initiative and work independently.
4.17	To be able to effectively quality assure the work of others, identifying strengths and areas for improvement.
4.18	To be able to coach and mentor other staff, providing constructive feedback effectively.
4.19	To be self-reflective, with the ability to evaluate own achievements and deliver improvement.
4.20	To take responsibility for their own personal professional development.
4.21	To regard the school as a community, making a full commitment to the wider life of that community.
5.	Skills / Qualifications / Experience
5.01	To hold a degree level qualification and qualified teacher status.
5.02	To be an excellent classroom practitioner.

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5.03	To be able to demonstrate suitable leadership training or higher qualifications (eg NPQs or Masters)
5.04	To be able to develop a clear strategic vision.
5.05	To be able to secure alignment of stakeholders behind that strategic vision.
5.06	To have a high level of ICT competence for both teaching and managing the production of the timetable.
5.07	To demonstrate excellent interpersonal, negotiation and communication skills.
5.08	To demonstrate good judgement and decision-making skills.
5.09	To demonstrate the ability to lead and foster positive professional relationships and work effectively with staff of varying experience
5.10	To have the ability to lead whole school initiatives effectively, demonstrating delivery and impact.
5.11	To be able to manage own time effectively, prioritising actions appropriately.
5.12	To be solution-focused with the ability to problem solve as required, and to be able to plan within the overall school strategic framework.
5.13	To demonstrate strong presentational skills, both to large groups of students and to adults.
5.14	To have an excellent attendance record

Job Description Prepared By: Rob Williams

Date: March 2024

Signed on behalf of the school:

Date:

Signed by post-holder:

Date: