

**Job Description for Assistant Headteacher**

**Job title: Assistant Headteacher responsible for Assessment and Curriculum**

**Responsible to: The Headteacher and Governing Body of the school**

**Salary L5-10**

**Main purpose of the job**

* To lead on developing, organising and co-ordinating the management of assessment and standards for learning across the school
* To assist the head teacher in the organisation, management and development of the school, carrying out specific duties including responsibility for the Assessment & Standards and Curriculum agenda.
* To carry out teaching duties as required (expectation of no more than three days per week teaching commitment or equivalent).
* To assume responsibilities of the head teacher in the absence of the head teacher
* To be responsible for promoting and safeguarding the welfare of children and young people within the school
* To carry out the duties of this post in line with the remit outlined in the School Teachers’ Pay and Conditions Document and the school’s own policy

**Duties and Responsibilities**

**Shaping the future**

* Support the head teacher and governors in establishing a vision for the future of the school
* Establish effective measures for progress and achievement in light of Government changes
* Play a leading role in the school improvement planning process, through agreed priorities
* Contribute to the school’s self-evaluation process, including devising and monitoring action plans and other policy development
* Lead by example especially when implementing change and improvements in standards
* Promote a culture of inclusion within the school community where all views are valued and taken account of

**Leading teaching and learning**

* Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
* Work with the head teacher to raise standards through staff performance management, as outlined in the school’s staffing structure
* Help with the provision of training and support for all staff as required
* Lead the development and review of all aspects of the curriculum including planning, recording and reporting, and assessment for learning
* Support the development of the curriculum by reviewing the learning outcomes for all children
* Be responsible with the head teacher, for the process involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, statistical analysis and target setting
* Be responsible with the head teacher for ensuring that all children requiring specific monitoring are appropriately managed to access the curriculum

**Developing self and working with others**

* Promote and protect the health, safety and welfare of pupils and staff
* Be responsible for promoting and safeguarding the welfare of children and young people within the school
* Contribute to the school’s ethos and vision
* Support the development of collaborative approaches to learning within the school and beyond
* Organise and support the induction of staff and students new to the school and those being trained within
* Participate in the selection and appointment of teaching and support staff, including overseeing the work of supply teachers, as required.
* Be a good role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
* Work closely with the head teacher in ensuring an appropriate programme of professional development for all staff, in line with the school development plan and performance management outcomes

**Managing the organisation**

* Contribute to regular reviews of the school’s systems to ensure statutory requirements are being met
* Be an effective member of the senior leadership team
* Contribute to the day-to-day organisation and running of the school

**Securing accountability**

* Support the staff and governing body in fulfilling their responsibilities with regard to assessment & standards
* Contribute to the reporting of the school’s performance to the school’s community and partners (including linked schools)

**Strengthening community**

* Assist the head teacher in developing the Assessment & Standards policy
* To maintain contact with all specialist support services
* To attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
* Strengthen partnership and community working
* Promote relationships and work with colleagues in other schools and external agencies

**Specific tasks**

**Have responsibility for the school’s Assessment policy and Curriculum policy; its development, maintenance and evaluation. This includes the following:**

**Key responsibilities and duties of Assessment leadership**

* To have particular responsibility for providing guidance and support on all matters related to assessment
* To draw up an Annual Action Plan that outlines the areas for development
* To draw up an agreed annual timetable that outlines the timing of the main assessment activities through the year
* To provide training for staff on all matters relating to assessment including Classroom Monitor and teacher assessments
* To co-ordinate the production and review of school policy and guidelines on assessment.
* To contribute to the formulation, monitoring and review of the School Development Plan on assessment related priorities.
* Ensure that assessment procedures are clear to all staff and class records are kept up to date.
* Provide information about training opportunities available on assessment
* Ensure that classroom procedures are coherent, manageable, improve learning and inform teaching
* Liaise with Year Group leaders, subject leaders, other schools, outside agencies and support services on assessment matters including transfer of information between years and other schools at points of transition
* Act as a consultant to all staff on assessment issues
* Monitor standards of attainment in each year group and for particular grouping (Boys, girls etc.)
* Monitor the effectiveness of record-keeping including curriculum planning, pupil records and reports on pupil achievement
* Inform the Senior Leadership Team and the Governing Body of standards and of developments in assessment
* Undertake appropriate analysis of data and provide a termly report to the Governing Body
* Monitor and review assessment policy and practice including feedback to pupils
* Co-ordinate the collation and analysis of attainment data and advise on its use for pupil and school level target setting, school and subject self-review
* Evaluate the quality and appropriateness of existing resources and manage the purchase and deployment of assessment resources
* Organise and lead school-based inset activities on aspects of assessment including working with Year group leaders, subject leaders and alongside class teachers
* Keep up-to-date with national and local developments on assessment and attend appropriate Inset and disseminate information to staff

**Key responsibilities and duties of Curriculum Leadership**

* To take a lead role in formulating and regularly reviewing the school aims and objectives for agreed core areas reviewing the school policies annually and annual action plan.
* To co-ordinate the year group teams in their development and review of the long term coverage of subjects to ensure the full coverage in each key phase including the National Curriculum. At all times ensuring the MTP all have regular and appropriate assessment opportunities.
* To ensure that the learning and teaching provided by different year groups form a co‐ordinated, coherent curriculum entitlement for individual pupils.
* To ensure the subject leaders have developed and reviewed schemes of work to support medium term planning.
* To ensure that the curriculum area(s) reflect Maths and English, cross‐curricular concerns such as Multicultural issues, equal opportunities, moral, citizenship, personal and social education and British Values.
* To work alongside the year group teams devising teaching and learning activities, including memorable experiences appropriate to the full ability range.
* To foster curriculum continuity, consistency, balance, match and progression.
* To promote stimulating cross curricular approaches.
* To organise whole school themes/activities.
* To lead the development of SMSC and assemblies in line with the ethos and values of the school and National policies
* Contributing to the formulation of the School Development Plan, School Prospectus and SEF

***Note***

***This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed regularly.***

**Signature of Post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**