

SEASIDE PRIMARY SCHOOL



Job Description

ASSISTANT HEADTEACHER- Curriculum

Leadership Scale 2 - 6

Job Purpose

- To provide professional leadership and management in the school.
- To be accountable for high standards of teaching, learning and curriculum standards achieved across the school.
- To contribute as a member of the Senior Leadership Team.
- To teach designated pupils and to undertake associated leadership and management duties.
- Duties as well as other general responsibilities in the school as directed by the headteacher.
- **The key priority for the post holder in the first year will be to develop the curriculum planning across all year groups in the school.**

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the attached provisions of the school Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school

STRATEGIC DIRECTION, LEADERSHIP and DEVELOPMENT of the SCHOOL

The Assistant Headteacher is required to:

- Support the headteacher in defining, meeting and promoting the vision, aims, ethos and policies of the school and promote high levels of achievement.
- Support the headteacher in the preparation of the Self Evaluation Report and the School Improvement Plan and to meet the priorities in the SIP within the local and national context and to take responsibility for appropriately delegated aspects of it.
- Support staff in achieving priorities and targets which the school sets itself and to provide them with support and guidance in their implementation.
- Work with staff and governors to prepare and update curriculum policies, schemes of work and job descriptions.
- Help ensure the effective implementation of new projects and initiatives.
- Demonstrate high levels of social skills, dealing sensitively with staff, parents and other members of the school community.
- Play a key role in the discipline and behaviour management of the whole school.
- Undertake other associated duties in the school as directed by the headteacher.

- Lead aspects of the development of teaching and learning.
- Line-manage midday meals supervisors.
- Manage the induction and mentoring of teachers and university students.
- Organise and lead meetings in keeping with the role of Assistant headteacher.

TEACHING and LEARNING

- Lead, manage and develop aspects of the curriculum and the learning contexts in order to meet the needs of the learner.
- Lead aspects of learning throughout the school developing and employing assessment strategies and data analysis.
- Lead, develop and enhance the teaching practice of other staff through monitoring and evaluation and through implementing improvement strategies that ensure effective teaching and learning for pupils.
- Line manage a team of staff including the performance management and development of its members.
- Develop the team culture which promotes collaboration, sharing professional values, knowledge and understanding, celebration of achievements and a team responsibility for outcomes.
- Establish and maintain a supportive ethos which enables learners to achieve their potential through creating and managing a positive learning environment and behaviour management strategy.
- Plan effectively in the short, medium and long term and prepare lessons to provide for the differentiated needs of learners and to ensure curriculum coverage.
- Implement a range of effective teaching and learning strategies including assessment for learning, employing inclusive practices to meet the needs of all learners.
- Show continuing development of teaching expertise, subject and phase knowledge to enrich the learning experiences of pupils.
- Contribute to the monitoring and development of a curriculum area to ensure high standards.
- Play a role in the development and application of policies and practice to raise standards in the school.
- Support and implement practices and policies which encourage mutual tolerance and respect.

LEADING and MANAGING STAFF

- Work collaboratively, within and beyond the classroom, with support staff, teachers and other professionals, parents, agents and communities to promote well-being of learners.
- Contribute to the development of teachers and teaching assistants.
- Support the headteacher and, in time, perform the role of Team Leader in the implementation of the school's Appraisal.
- Work with students and newly qualified teachers to offer appropriate mentoring, induction and support.
- Lead staff in professional development activities and evaluate outcomes.

The post holder is also required to:

- Comply with the school's policies and practices developed by all staff and approved by the Governing Body in line with current National and LA guidelines.
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
- Promote equal opportunities with the school and to seek to ensure the implementation of the school's equal opportunities policy.
- Be aware of issues of health and safety and to alert the headteacher to any potential risks within the school.
- Monitor and report to parents on the progress of pupils in the allocated class.
- Assess pupil's achievements and progress by reference to arrangements agreed within the school.

As a member of the senior leadership team you will:

- Take a lead role in ensuring the vision, aims, ethos and policies of the school are shared and active.
- Be available before and after school to support teachers, teaching assistants, pupils and parents/carers.
- Support teachers with parent consultations when required.
- Be on the lunchtime duty rota.

The Assistant Headteacher will:

- Lead and organise school activities, events and initiatives.
- Regularly take assemblies and be prepared to take additional assemblies if required.
- Undertake all relevant tasks to ensure a consistently high standard of information is circulated to parents, carers and the community through newsletters, notices and the school website.
- Contribute to school self-evaluation and school improvement planning.
- Be available before and after school to support teachers, teaching assistants, pupils, parents and carers.

Note: the job description is not intended to be an exhaustive list of duties and may be subject to amendment at any time in the light of the developing school needs and within the terms of your conditions of employment but only to an extent consistent with those conditions of employment as the needs of the school may require and only after consultation with you.

This job description will be reviewed annually or sooner as part of the Appraisal Cycle. The Local Education Authority's grievance procedure applies in relation to any serious dispute arising in connection with this job description and any amendment.

ASSISTANT HEADTEACHER – CURRICULUM



PERSON SPECIFICATION CORE REQUIREMENTS FOR SEASIDE PRIMARY SCHOOL

1. Qualifications and Training

		Essential/ desirable	Application form	Interview	Presentation/ task	Teaching observation
1.1	DCSF qualified teacher status.	E	✓			
1.2	Good honours degree or equivalent.	D	✓			
1.3	Evidence of continual professional development.	E	✓	✓	✓	
1.4	Management and leadership skills training.	D	✓	✓	✓	

2. Experience

		Essential/ desirable	Application form	Interview	Presentation/ task	Teaching observation
2.1	At least six years teaching across the primary range .	E	✓	✓	✓	✓
2.2	Excellent classroom practitioner.	E		✓	✓	✓
2.3	Leadership and management experience in areas of the curriculum and other projects designed to raise standards within a school.	E	✓	✓	✓	
2.4	Involvement in the process of school improvement planning monitoring, review and evaluation.	E	✓	✓	✓	

2.5	Developing partnership with parents and other community stakeholders in a school for mutual benefit.	E	✓	✓		
2.6	Experience of managing a budget.	D		✓		
2.7	Experience in interpreting statistics to support school improvement.	D	✓	✓	✓	

3. Knowledge

		Essential/ desirable	Application form	Interview	Presentation/ task	Teaching observation
3.1	Sound knowledge and understanding of recent education legislation and its impact on schools.	E	✓	✓	✓	
3.2	Understanding a range of approaches to teaching and learning for pupils with varying learning abilities.	E	✓	✓	✓	✓
3.3	Sound knowledge of new primary curriculum.	E	✓	✓	✓	✓
3.4	A substantial knowledge, experience and enthusiasm for curriculum leadership and development including a clear grasp of recent changes.	E	✓	✓	✓	✓

4. Skills and Abilities

		Essential/ desirable	Application form	Interview	Presentation/ task	Teaching observation
4.1	The skills to ensure the successful management and implementation of change.	E		✓		
4.2	Skills in managing behaviour positively.	E	✓	✓	✓	
4.3	Proven ability and confidence to lead and manage teams.	E		✓	✓	
4.4	Proven ability to establish and maintain collaborative working with a wide range of other professional as part of the delivery of multi-agency support services.	E	✓	✓		
4.5	Proven ability to prioritise and organise.	E		✓		
4.6	Effective communication skills including the ability to negotiate and influence effectively.	E		✓		
4.7	Proven ability to identify and support own training needs and those of staff.	E	✓	✓	✓	

4.8	Proven ability to appreciate new technology and understand its usefulness within an educational environment.	E	✓	✓	✓	✓
4.9	Proven ability to identify problems/needs and construct solutions.	E	✓	✓	✓	
	Experience of using ICT in management and data handling.	D	✓	✓	✓	
	Use of ICT in teaching and learning.	E	✓	✓	✓	✓
	Ability to raise school achievement through wider professional input.	D		✓	✓	

5. Personal Quality

		Essential/ desirable	Application form	Interview	Presentation/ task	Teaching observation
5.1	Enthusiastic about learning and development for all involved in the school.	E	✓	✓	✓	
5.2	Promotion of creative approaches to learning and teaching.	E	✓	✓	✓	✓
5.3	Ability to manage and learn while maintaining a work life balance.	E	✓	✓		

5.4	Open, honest and able to reflect on the challenges and opportunities such a role enables.	E	✓	✓	✓	
5.5	Organised, hard-working and able to prioritise to meet the schools needs.	E	✓	✓	✓	