

**The Orchard School – Job Description**

**Post: Temporary Assistant Headteacher Secondary**

**Title: Curriculum Lead & Designated Teacher   
Line Manager: Headteacher**

**Main Purpose of the Job**

* + - * Carry out the duties of this post in line with the remit outlined in the current *School Teachers’ Pay & Conditions Document.*
* Under the overall direction of the Headteacher play a major role:
* In formulating the vision, aims and objectives of the school, establishing the policies through which they are to be achieved
* Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
* Proactively manage staff and resources
* Take on the responsibilities of the Headteacher as agreed and appropriate in the absence of the Headteacher
* Carry out the professional duties of a teacher as required
* Take responsibility for child protection issues as appropriate with particular focus on KS3 and KS4
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

**General SLT Roles & Responsibilities**

* Assist in the school’s Performance Management and Appraisal procedures
* Manage CPD throughout the school so that all staff receive training that is appropriate to the current School Improvement Plan
* Support the Headteacher in ensuring all documentation is completed and submitted in a timely manner
* Support teaching staff in writing, implementing, monitoring and evaluating all statutory documentation in relation to pupil individual Education, Health and Care Plans
* When appropriate lead staff INSET

**Contributing to a Professional Culture**

* To support the work of the whole team.
* To make a significant individual contribution to and gain a high level of commitment from others towards the achievement of whole school goals and vision.
* Promote the school as a dynamic and forward thinking centre of excellence.
* Model at all times behaviours which create a culture of mutual respect, support and challenge so that all feel confident to improve practice.
* Make a major contribution to the smooth running of the school on a day-to-day basis including maintaining a high profile around the school during lessons, breaks and before and after school.
* Act and communicate in a way which is consistent with agreed plans, following through on decisions made.
* Participate actively in the work of governing body including reporting to full meetings and committees on progress within their area of responsibility.
* Contribute to ensuring the leadership team has presence at whole school functions, open days and events.

**Main Roles & Responsibilities**

* To ensure safety and standards in all aspects of the day to day running of the Secondary school alongside all other Senior Leaders.
* Assess, monitor and evaluate the quality of planning, teaching and of learning outcomes, promoting improvement strategies as necessary.
* Confident with current theory and practice relating to pupils with Special Education Needs and Disabilities, and informing staff of new developments, research and initiative.
* Use evidence based practice to influence current effective pedagogy.
* To support the consistency of approaches to maintaining and improving levels of attendance.
* Ensure a creative, diverse and inclusive curriculum is in place which, while following statutory guidance is responsive to the needs of individual pupils.
* Positively promote differentiation with the aim to ensure the curriculum meets the needs of every pupil who attends the school.
* Ensure all reports, reviews and Individual Provision Maps and Risk Assessments are of a high quality and meet statutory frameworks.
* To act as the Designated Teacher for children in Local Authority Care, liaising with professionals and facilitating, coordinating and attending all PEP’s and LAC meetings as required.
* Promote and model good relationships with parents/carers which are based on partnership to support and improve children’s achievement and promote parenting skills generally.
* To act as the Designated Safeguarding Lead in the Secondary School, working closely with the Primary DSL, Headteacher and Pastoral Support Officers.
* Fulfil the statutory duties, in relation to the curriculum, safeguarding and child protection.
* To support the consistency of approaches to maintaining and improving levels of good behaviour.
* Work collaboratively with the leadership team and middle managers to ensure school improvement is sustained and to deliver quality outcomes for pupils.
* To work alongside the School Business Manager and Headteacher to ensure Pupil Premium Plus and are appropriately allocated to ensure maximum impact.
* To oversee systems and procedures that exist to meet the needs of all pupils EHCP’s.
* To oversee the School’s Medication Policy and Practice.
* Work alongside SLT colleagues to plan and structure the curriculum timetable.
* Undertake the delivery of an area of the curriculum within the secondary school and, by example, to provide good professional modelling as a classroom practitioner.
* Be the overall Secondary Curriculum Leader.
* The ability to take on an area of expertise in negotiation with the Headteader.