

**The Orchard School – Job Description**

**Post: Assistant Headteacher**

**Title: Curriculum Lead & Exams Officer   
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
* 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, parents’ evenings and events.

**Main Roles & Responsibilities**

* Assess, monitor and evaluate the quality of planning, teaching and of learning outcomes, promoting improvement strategies as necessary.
* Be familiar with current theory and practice relating to pupils with special needs and inform staff of these developments.
* Use evidence based practice to influence current effective pedagogy.
* To support the consistency of approaches to maintaining and improving levels of attendance.
* Ensure 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 annual reports, reviews and pupil Provision Plans and Risk Assessments are of a high quality and meet statutory frameworks.
* 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.
* 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 be responsible for the exam day arrangements and processes including timely communicate to candidates, parents and staff, the invigilation and conduct of examinations, the storage and security of exam papers and student scripts.
* Be responsible for the processing and delivery of results and to produce reports as required to enable internal monitoring and publication as required by the Headteacher.
* Provide advice and guidance to teachers on all aspects of the exams process, protocols and timelines.
* To develop a sound understanding of the rules, regulations and procedures laid down by the JCQ and exam boards and implement procedures within the school to ensure compliance.
* 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.