



## ***EASTCHURCH PRIMARY SCHOOL ASSISTANT HEADTEACHER JOB***

### ***DESCRIPTION – LEADER OF CURRICULUM***

Grade: Leadership Scale: L2 – L7

Responsible to: The Headteacher and The Governing Body

#### ***The primary purpose of the Assistant Headteacher is:***

- To support the Headteacher in creating, establishing and leading the school.
- To work with the Headteacher in creating, inspiring and embodying the Christian ethos and Culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.
- To be an excellent role model in all aspects of leadership and teaching and learning.
- Assist the Headteacher and Governors in determining and managing the whole curriculum of the school, in accordance with the abilities and needs of the pupils.
- Take an active role in the leadership and management of the school as a member of the Senior Leadership Team, promoting the well-being of staff and pupils.
- Lead the staff in ensuring that teaching and learning is of a high quality, that there is effective use of resources and that the highest standards of learning and achievement for all pupils are promoted through our curriculum.
- Ensure that standards of behaviour continue to be high across the school.

#### ***Knowledge, skills and competencies required***

- Able to meet deadlines, managing your time effectively in a busy school schedule. Prioritises plans and organize themselves and others.
- Emotionally intelligent and resilient especially in the face of difficulty and challenges.
- Promote teamwork, supports the SLT and motivates staff to ensure effective working relations.

- Identifies and priorities management tasks and monitors their implementation.
- Can make accurate appraisals of situations upon which they are asked to advise and can undertake accurate classroom observations to evaluate and develop colleagues on their practice. Communication and implementation of effective strategies to meet the learning needs of children leading to improvements in pupil outcomes.
- Contributes to the professional development of colleagues using a broad range of techniques and skills appropriate to their needs so that they demonstrate enhanced and effective practice.
- Works closely with the HT, DHT and governors, taking a leading role in developing, implementing and evaluating policies and practice that contribute to school improvement.
- Has an excellent ability to provide learners, colleagues, parents and carers with timely accurate and constructive feedback on learners' attainment, progress and areas for development that promote pupil progress.
- Makes professional, managerial and organisational decisions based on informed judgments.
- Thinks creatively to anticipate and solve problems.

### *Main duties and responsibilities*

- Assist the Headteacher in the process of devising, implementing, monitoring, assessing and evaluating the leadership and management of the school, including areas of staffing, curriculum resourcing, pupil behaviour and achievement
- Manage and lead areas of responsibility as directed by the Headteacher.
- Establish a strong sense of purpose amongst staff, supporting and securing their commitment to the vision, ethos and policies of the schools.
- Promote above average achievement through high attainment and outstanding learning and progress.
- Support the Headteacher to ensure that ambitious targets in specified curriculum areas, phases and throughout the school are sustained.
- Support and contribute to the school's system for the review and evaluation of teaching and learning.
- Lead staff, pupils and parents/carers by example in terms of: Outstanding classroom practice; Providing a stimulating and challenging learning environment; Excellent subject knowledge of core curriculum areas and beyond; The ability to plan, assess and evaluate to a high standard;
- Share responsibility for being pro-active in the day to day management of the school.
- Promote and monitor the whole school behaviour policy.
- Observe all health and safety rules and guidance and taking all reasonable care to promote the health and safety at work of yourself, other staff and pupils.
- Appraise members of staff as per the performance management policy.
- Play a major role in supporting professional development of all staff.
- Be responsible for the welfare and safeguarding of children and young people and work closely with the Deputy Headteacher to achieve this.
- Ensure the promotion of equal opportunities and diversity in all aspects of school life, and to help foster links with the local community.
- Lead CPD meetings and INSET through the provision of high quality professional development, such as coaching or accessing other sources of expertise, local and national.

- Maintain strong links of communication with governors, parents/carers and the wider community.
- Attend leadership team meetings as required and report to staff and governors as necessary.
- Display a high standard of professional behavior and integrity at all times.

### *Curriculum Leader role*

- Lead on the implementation of the school's curriculum
- Ensure that the National Curriculum programmes of study are being met across the sites
- Ensure consistency, continuity and progression of the curriculum across the school
- Lead the Foundation Subject Leaders in monitoring, evaluating and tracking the overall effectiveness of the school's curriculum
- To develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
- To develop plans for the subject/area which identify clear target, time-scales and success criteria for its development and/or maintenance.
- To monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.
- To establish clear targets for achievement in the subject/area and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data.
- To evaluate the teaching of the subject through monitoring of teachers plans and book monitoring, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching.
- To develop effective links with the local community through regular visits and visitors.
- To liaise with other schools to support subject improvement.
- To enable all staff to achieve expertise in planning for and teaching the subject through support and by leading or providing high quality professional development opportunities.
- To ensure that the Headteacher is well informed about policies, plans, priorities, targets and outcomes for the subject/area and that these are regularly shared.
- To respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.
- To help colleagues to create a stimulating learning environment for the teaching and learning of the subject.
- To provide an annual budget bid – this is adhered to and evaluated throughout the year.

To undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.