

## JOB DESCRIPTION

<b>Job Title:</b>	Assistant Head Teacher Curriculum
<b>Responsible to:</b>	Deputy Headteacher – Quality of Education and Head Teacher
<b>Duties:</b>	The School Teachers’ Pay and Conditions Document Regulations (updated annually) specifies the general professional duties of all assistant head teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

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### TEACHER

To fulfil the roles of teacher as described in the generic job description.

### ADDITIONAL RESPONSIBILITIES

1. To be responsible for leadership and oversight of the curriculum intent including working with Senior leaders on the academic and extra-curricular provision.
2. To strategically lead curriculum development and so ensure that the curriculum is innovative, inclusive and supports all to make progress.
3. To lead the quality assurance of the curriculum, including regular review and development of the curriculum. Our curriculum should exceed the ambition of the National Curriculum and ensure a higher level of challenge and Hinterland.
4. To ensure the curriculum offers the correct diet of subject specific and disciplinary knowledge.
5. To support the DHT Q of E in ensuring effective adaptive teaching is embedded throughout the curriculum.
6. To establish a culture of constant improvement in our approach to Schemes of Learning which possess the necessary features of effective curriculum planning.
7. To provide training to all emerging Middle Leaders on curriculum development.
8. To lead and implement an effective Home Learning strategy.
9. To lead and implement an effective Revision strategy.
10. To oversee the Key Stage 2-3 academic transition and line manage the staff member responsible for its implementation.

**Other Duties:** Under the overall direction of the Head Teacher and in the light of the school’s mission statement to undertake the following responsibilities:

#### *Strategic Direction and Ethos*

1. To assist the Head Teacher in maintaining the ethos of the school.
2. To assist the Head Teacher in setting an example of high quality performance in standards and leadership.
3. To play a major roll, under the overall direction of the Head Teacher, in:
  - formulating the aims and objectives of the school;
  - establishing the policies through which they shall be achieved;
  - managing resources to that end; and
  - monitoring progress towards their achievement.

**Staff**

To participate in, as required, the appointment and management of teaching and associate staff and to ensure levels of performance necessary to achieve the agreed aims and objectives of the school.

**Pupils**

1. To ensure the highest standards of achievement for all pupils, through high expectations and well balanced curriculum.
2. To ensure the entitlement of all pupils to have equal access to and participation in all aspects of the curriculum.
3. To identify and provide for the specific needs of all pupils including those with special educational needs.
4. To maintain effective support systems for pupils on entry to the school.
5. To ensure that robust systems are developed and implemented for all aspects of child protection including the School's response to attendance, punctuality and behaviour.

**Parents/Carers**

To maintain effective methods of consultation and communication, keep parents/carers fully informed about all matters relating to the education of their children and promote a positive relationship linking home and school in a supportive working partnership.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by.....(Postholder)..... (Postholder – Print Name)**

**and .....(Headteacher) Date .....**

**Updated April 2024**

