

Job Description - Assistant Headteacher Curriculum

Principal Responsibilities

- Supporting the Catholic life of the school, including the liturgical life.
- Support with operational management of the school.
- Supporting Governor Activities – including presentation of reports, as required, to Governor Committees.
- Contribute to Development Plan and annual self-evaluation.
- Lead on the strategic delivery of all matters relating to curriculum intent, implementation and impact.
- Provide high quality line management of key teams, middle leaders and associate staff, as required.
- Drive school improvement, to ensure the school provides an outstanding, holistic education for students.
- Liaise with outside agencies at local and national level to optimise opportunities for students and teachers.
- Develop productive working relationships with feeder primary schools, to support curriculum transition from Year 6 to Year 7.
- Provide an authoritative and highly visible presence in and around school.
- Work productively and cohesively with other leaders and governors of the school, to ensure the best experience and outcomes for students.
- Understand and lead change, when required, in an informed and clear way.
- Ensure high levels of communication within the school, and with families and other agencies.
- Ensure the profile and reputations of the school are held high, through effective relationships and marketing.
- Be committed to the best practices in safeguarding and ensure this prevails throughout the school.
- Ensure that the needs of all children and young people in the school are being met, particularly students from vulnerable groups or those who are underachieving.
- Use data effectively and strategically to plan interventions and raise standards.
- Assist with the recruitment of staff.
- Commit to your own professional development.
- Keep up-to-date with key developments and ideas relating to leadership and teaching and learning.
- Comply with Teachers' Standards.
- Conduct assemblies, detentions and carry out Senior Leader duties around the school, and at key times throughout the year.

Specific Responsibilities

- Set the clear and ambitious direction for teaching, learning and assessment across the school.
- Oversee the monitoring and evaluation of teaching, learning and assessment across the school, including departmental development planning.
- Plan, implement and review interventions to support teaching when concerns are identified.
- Plan and implement highly effective professional development opportunities for teachers and support staff in line with school priorities.



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- Ensure curriculum intent is ambitious across the school, and that teacher planning is detailed and that adaptations are made to support inclusion.
- Lead the group of curriculum leaders / subject leaders, ensuring they are equipped with the knowledge and skills to fulfil their curriculum duties, and that they are leading their departments effectively. Chair the regular subject leader meetings.
- Lead on the Appraisal process across the school.
- Lead on reading within the curriculum, to ensure students are regularly reading ambitious and relevant material and that support is provided for those students for whom reading is a challenge.
- Lead on the reading interventions to ensure that all students can access the curriculum including oversight of the staff responsible for teaching phonics, and the Sixth Form reading programme.
- Lead on initiatives for promoting a love for reading, and reading for pleasure.
- Lead on curriculum transition from Year 6 to Year 7 to ensure curriculum cohesion between KS2 and KS3.
- Have the overall responsibility for the ECT programme and new staff induction.
- Ensure content of the curriculum, and what students are studying is regularly shared and celebrated with parents and the wider school community.
- Collaborate with other senior leaders from across the Trust with priorities relating to Teaching and Learning.

Other duties and responsibilities

- The post-holder may be required to undertake any other duties commensurate with the level of the post as may be required from time to time.