

## WOODFIELD SCHOOL JOB DESCRIPTION



### Assistant Headteacher – Assessment and Curriculum

#### Job details

Pay range: L13 – L15 Fringe (£71,030 - £74,532)

Contract type: Permanent / Full Time

#### Main purpose

- Assist the Headteacher in leading and managing the school as required
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD)
- Meet the expectations set out in the Teacher's Standards
- Fulfil duties reasonably directed by the Headteacher

**N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.**

#### Key responsibilities:

In addition to the core teaching responsibilities set out below, the Assistant Headteacher will be required to:

- Contribute significantly to the direction of the School Improvement Plan taking account of the priorities of the school
- Take a lead role in monitoring and evaluating standards across the whole school, actively promoting effective teaching and learning practices
- Be an active participant of the schools' senior management team
- Work closely with the Headteacher to ensure that the school offers a high quality and engaging curriculum for its pupils.
- Taking the lead in Assessment and curriculum across the school as a whole.

#### **Teaching:**

- Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder
- Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils

#### **Whole-school organisation, strategy and development:**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the school's vision and values
- Work with others on curriculum and/or pupil development to secure coordinated outcomes.

**Health and Safety:**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

**Working with colleagues and other relevant professionals:**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues.

**Management of staff and resources:**

- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
- Monitor quality and standards of resources delegated to them.

**Professional development:**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and overall performance
- Where appropriate, take part in the appraisal and professional development of others.

**Communication:**

Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

**This Job Description agreed:**

Assistant Headteacher:

Headteacher:

Date: