

Brannel School

Job Description



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| Job Title: | Assistant Headteacher (Curriculum and Assessment) |
| Grade: | Leadership L10 – L14 |
| Responsible to: | Headteacher of Brannel School |
| Direct Supervisory Responsibility for: | Heads of Department (as determined by the Headteacher) |
| Indirect Supervisory Responsibility for: | None |
| Important Functional Relationships: | <p><u>Internal:</u> Trust Lead, Local Governors, School Leadership Team, school staff, students.</p> <p><u>External:</u> LA advisers and representatives, other schools/academies, external support agencies, parents/carers.</p> |

Main Purpose of Job

The Assistant Head (Curriculum and Assessment) will be a member of Brannel School's Senior Leadership Team (SLT). The post holder will play a major role in the development of school policies and practices. The post holder will demonstrate a clear understanding of, and commitment to, school improvement priorities and the overall achievement and well-being of all pupils, focusing in particular on developing the school curriculum to provide effective cross curricular sequencing, developing the school values of excellence, community and creativity and impacting on the schools development priorities.

MAIN DUTIES AND RESPONSIBILITIES

Leadership and Management Responsibility

1. To model the highest professional standards to staff and students in all aspects of the role.
2. To be a self-starter, using initiative and seeking out opportunities to effect positive change, contribute to the school's ethos, goals and improvement plan objectives.
3. To lead and motivate others, maximising the contribution of staff to improve the quality of education provided and standards achieved and creating a culture of innovation where people are encouraged to make informed decisions.
4. To create and maintain an ethos which promotes and secures outstanding teaching, effective learning, high standards of achievement and excellent behaviour throughout the school.

5. To oversee, manage and develop Curriculum and Assessment policies across Brannel School and provide appropriate feedback to the Headteacher, Local Governing Board and CELT MAT
6. To work collaboratively with the AH for Teaching and Learning to ensure the curriculum is appropriate for all children and young people across the school, considering various models that focus on the school values of: Excellence, Community and Creativity.
7. To work alongside the DH standards to ensure appropriate accreditations/qualifications are offered.
8. To implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all children and young people.
9. To be aware of new initiatives and to develop links with support networks and other outside agencies to then advise other colleagues accordingly, e.g. development of INSET and leading staff meetings.
10. To organise and lead professional development where appropriate
11. To be strong at monitoring and implementing whole school approaches and identifying problems/solutions.
12. To ensure data systems are fit for purpose and effective in monitoring and tracking progress.
13. To use data effectively to establish and ensure clear and challenging targets for children and young people's achievement and improvement.

Teaching and Learning

1. To model excellent teaching, carrying out the duties of a School Teacher as set out in the current School Teachers' Pay and Conditions document.
2. To be pro-actively involved in the day-to-day running of the school.
3. To ensure that the systems in place for assessment, including daily Assessment for Learning, and the teachers' use of these systems, have a direct impact on raising standards in the classroom; Monitoring, evaluating and reporting on progress towards their achievement.
4. To ensure the school has effective primary liaison links with all partner schools.

Recording and Assessment

1. To develop and maintain systems for setting targets for raising achievement.
2. To develop and maintain systems for monitoring.
3. To collect and interpret assessment data.
4. To develop and maintain systems for raising achievement.

Accountability

1. To develop and deliver the School's Curriculum Policy.
2. To develop and maintain the schools statutory reporting mechanism to parents.
3. To ensure that the School Leadership Team is informed about current good practice and legislation relating to curriculum and qualifications.
4. To ensure that the schools curriculum complies with current legislation.

Other General Responsibilities

1. To attend staff meetings, Trust- and school-based INSET as required.
2. The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
3. To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.
4. To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.
5. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
6. To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
7. To undertake other duties as required and appropriate to the grading of the post.

Prepared by: Cornwall Education Learning Trust

Date: May 2021

PERSON SPECIFICATION: Assistant Headteacher (SENDCo)

| Attributes | Essential | Desirable |
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| Education and Qualifications | <ul style="list-style-type: none"> • Qualified Teacher Status (QTS); • Evidence of ongoing professional development. | <ul style="list-style-type: none"> • Post graduate qualification; • National Award for Special Educational Needs Co-ordinators; • Evidence of relevant CPD in Inclusion. |
| Experience | <ul style="list-style-type: none"> • Evidence of outstanding teaching and learning; • Experience of successful leadership/management to at least Subject Leader level; • Experience of forming and implementing strategies at a high level; • Experience of monitoring and evaluation, target setting, subject improvement planning and curriculum leadership; • Experience of designing, delivering and reviewing CPD activities; • Experience of working collaboratively with a broad range of stakeholders; • Experience of observing and feeding back on the teaching of colleagues. | <ul style="list-style-type: none"> • Experience of working in more than one school; • Experience of alternative provision; • Experience of successful primary-secondary transition; • Experience of writing bids and project management. |
| Leadership and Management | <ul style="list-style-type: none"> • Ability to provide clear education vision and direction; • Ability to set targets, meet deadlines and to work under pressure. • Ability to identify and then embed educational research to enhance existing practices; • Ability to manage change effectively; • Ability to manage performance of staff through performance management and QA systems; • Ability to engage in RAP processes to boost student and departmental performance; • Experience of working collaboratively with colleagues across schools and with other stakeholders. | <ul style="list-style-type: none"> • Keeping abreast of the new teaching and learning strategies for students with SEND. |
| Any Additional Factors | <ul style="list-style-type: none"> • Demonstrates a passion for getting the best out of children and young people. • Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. | |

Pre-Employment Checks

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.

Date: May 2021