



Assistant Headteacher: Job Description

Title: Assistant Head Teacher (KS2/3 Curriculum and Attainment Lead)

All members of the leadership team will:

- ✓ Support the Mill Ford Aims, vision, ethos and policies of the School to deliver the highest quality of learning and teaching and to promote the best levels of achievement for all pupils. To support all to achieve their personal best
- ✓ Lead a positive environment promoting Thrive, ensuring a culture of respect and dignity. Leading self-reflection amongst staff to ensure the best outcomes for all.
- ✓ Work together to foster a caring, nurturing and high achieving community amongst staff, parents and pupils.
- ✓ Support the whole school self-review process, evaluating the effectiveness of the learning taking place across the school and identifying areas for celebration and development.
- ✓ Develop and maintain excellent relationships with parents, carers, governors, outside agencies and the local community to ensure the best possible outcomes of pupils and their families.

Key Objectives:

School wide role

- To ensure Teaching and Learning has a high profile across the school, with high expectations of achievement and behaviour for all by delivering and facilitating the best learning and teaching.
- Provide leadership, guidance and support for staff to ensure the learning needs of all pupils are maximised.
- To develop a role of continued professional development for all staff, ensuring current and relevant initiatives are implemented across the school.
- To lead and manage a robust and rigorous quality assurance cycle for assessment and attainment which accurately reflects strengths and areas for development and informs whole school self-evaluation and development planning.
- To ensure there are strong and consistent whole school approaches to safeguarding, which promote positive attitudes to learning.
- To work closely within the senior team to ensure all strategies and initiatives are undertaken within the school on its continuing implementation of an Outstanding School.

Specific Key areas of responsibility for Role:

- **Curriculum Oversight:** Monitor planning and delivery for KS2 and KS3, ensuring the curriculum is relevant to pupils' cognitive levels.
- **PLGs and Progress:** Check and approve PLGs for all children in the school, monitoring evidence of progress towards these goals.
- **Data and Action Planning:** Collate and review all progress reports, looking at progress between different groups (e.g., Pupil Premium, site, ethnic minorities, gender) and writing targeted action plans for any groups falling behind which will inform the school enhancement plan and inform governors.
- **Subject Leadership:** Lead a subject area (to be decided).
- **Safety and Trips:** Take responsibility for risk assessments of curriculum activities and educational trips, ensuring all learning outside the classroom is safe and compliant.
- **Safeguarding:** Serve as a Deputy Designated Safeguarding Lead (DDSL).
- **Policy:** Maintain and review all policies relating to curriculum development, assessment, and educational visits.
- **Line Management:** To line manage up to 3 teachers including ECTs and HLTAs to ensure their continued professional development and that they continue to deliver high quality teaching with excellent outcomes for pupils. Plus oversee the line management of MTAs.
- **Monitoring:** Ensure KS2/3 classes pupil documentation is up to date and quality controlled.
- **Class Teaching Responsibilities:** In line with the Teacher Role Profile attached.