**The primary purpose of the job**

* To work alongside the Headteacher and other members of the senior leadership team and extended leadership team to secure outstanding outcomes for all pupils in the School;
* To ensure high quality teaching and learning that empowers both staff and students to achieve their highest potential.
* To ensure that the curriculum offered to the pupils develops basic skills but is also creative, innovative and provides opportunities for children to become independent, lifelong learners.
* To embed the aims of the School with all members of the School community;
* To promote and maintain the ethos and culture of the School.

**Responsible to:**  The Headteacher and the Governing Body

**Responsibilities:** To carry out the duties of an Assistant Headteacher set out in the attached

person specification and job description and the required standards for

Qualified Teacher Status and other current educational and employment

legislation and to carry out other duties assigned by the Headteacher.

**MAIN DUTIES**

**Strategic leadership of the School, with a particular focus on the curriculum, by:**

* Fulfilling the School’s aims and objectives, philosophy and ethos.
* Developing an effective working relationship with the Headteacher, senior and extended leadership teams, all staff and the community.
* Being an active member of the School’s leadership team.
* Ensuring that the school is an inclusive environment where all pupils thrive.
* Leading the effective development and implementation of a creative curriculum that meets the needs and interests of pupils.
* Playing a key role in the School’s self-evaluation and monitoring processes particularly relating to the curriculum and outcomes for pupils.
* Working with the Headteacher, governors and staff in the formulation and effective delivery of the School’s Single Plan for Improvement.
* Making a positive contribution within full governing body and curriculum committee meetings.
* Taking a share in the responsibility for securing an outstanding judgement in an Ofsted inspection for Overall effectiveness, and particularly for the quality of education and leadership and management.
* Taking into account national and local initiatives relating to curriculum development.

**Teaching and learning.**

* Teaching in any age group(s) in the School in both planned and unplanned situations.
* Modelling outstanding teaching and learning;
* Developing cross curricular opportunities for developing core subjects through the foundation curriculum;
* Managing the quality and effectiveness of the curriculum through the co-ordination of teaching and learning throughout the School, and sharing of good practice in classrooms.
* Ensuring that teachers have the resources they need to deliver the creative curriculum;
* Leading strategies aimed at promoting engagement and raising achievement of all pupils.

**Leading and managing staff**

* Leading the co-ordination of the curriculum cross the school.
* Play a key role in the development of curriculum teams, using specialist expertise of staff;
* Demonstrate high quality leadership and model good practice in Teacher Appraisal and Performance Management of support staff.
* Develop and deliver high quality continuous professional development, including opportunities within the School and in the wider educational community.
* Being a role model for professional conduct.

**General**

* Ensuring that parents are involved in supporting their children through homework tasks and also by being aware of the areas being covered in the curriculum in each year group.
* Promoting the School in the community; playing a proactive role in the local educational community at consortium and local network level.
* Contributing to effective internal communication throughout the School and external communications with all stakeholders.
* Taking an active role in supporting the work of, and liaising with, the Birmingham Education Partnership and the Local Authority.
* Undertaking any other professional responsibility that is reasonable to secure the good reputation of the School and raise its profile in the local area.

**Safer Recruitment**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A full clean DRB will be required.

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| **Person Specification**   |  |  | | --- | --- | | **ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** | | **1. Skills and Knowledge** | | | Outstanding classroom practitioner, with a good understanding of the features of outstanding teaching and learning.  Ability to monitor and evaluate aspects of the curriculum reflecting School and national expectations.  Ability to develop and implement aspects of the School’s Single Plan for Improvement.  Ability to use data confidently; to identify issues and to implement strategies for improvement.  Ability to establish and review targets and implement appropriate actions.  Ability to communicate effectively with staff, parents, governors and the wider community.  Ability to take a leadership role with regard to the development of the curriculum.  To be confident in the use and development of ICT and e-learning for curriculum and leadership and management purposes.  Understanding of improvement strategies; OFSTED inspection and self-evaluation processes.  Understanding the importance of tracking pupil progress and target setting to bring about improvement.  To have experience of developing a creative curriculum.  To have a secure knowledge of assessment principles and strategies.  Knowledge of self-evaluation processes and inspection  To understand the needs of learners with English as an Additional Language, those with special needs and those who are able, gifted and talented. | Observation/Interview  Application/Observation/Interview  Interview  Application/interview  Application/interview  Application/interview  Application/interview  Application/interview  Observation/Interview  Application/interview  Application/interview  Application/interview  Application/Observation/Interview  Application/interview | | | |
| **2. Personal Qualities** | | |
| To actively support the ethos of the School.  An ability to relate well to children and adults.  The ability to lead, motivate and influence others.  To have excellent time management skills.  Team player.  Role model for professional standards. | Application/interview  Application/Observation/Interview  Application/interview  Application/interview  Application/interview | |

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| **3. Approach to work** | |
| A commitment to child-centred education.  To show a commitment to working in partnership with parents, governors, Local Authority, other local schools to provide the best education possible for our pupils. | Application/interview  Application/interview |

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| **4. Experience/Qualifications/Training etc** | |
| Qualified teacher status (good degree)  To be able to demonstrate professional development relating to the curriculum and management in primary education.  To have middle management experience in a primary school  To be able to demonstrate leadership capacity and curriculum development expertise with particular regard to SEND pupils.  Experience of teaching in more than one key stage | Application/interview  Application/interview  Application/interview  Application/interview  Application |

|  |  |
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| **5. Developing Self and Others** |  |
| An ability to coach and mentor others.  To be willing to share learning and encourage others to do the same.  Listen to others and respond to their needs.  Apply a range of development activities to develop and train staff.  Strive for improvement and take responsibility for own development.  Be self-confident and lead by example. | Application/interview  Application/interview  Application/interview  Application/interview  Application/interview  Application/interview |